

ASC X12 STEERING COMMITTEE
COLLABORATION AND OUTREACH TASK GROUP
CHARTER

1. ORGANIZATION

The Collaboration and Outreach Task Group (COTG) is a task group of the ASC X12 Steering Committee, operating under the provisions found in the ASC X12 Organization and Procedures Manual (OPM) and ASC X12 Standing Documents, which shall govern in case of conflict with this charter. At all times, COTG reports solely to the ASC X12 Steering Committee.

2. PURPOSE

The COTG is chartered to assess and identify areas to address, and recommend to the ASC X12 Steering Committee in the following matters:

- a) Proactive support for the establishment and continuance of relationships with organizations external to ASC X12
- b) As derived from external organizations, make recommendations on improving ASC X12 standards development activities.

3. SCOPE

The scope of COTG work comprises the following:

- a) Identify and/or assess electronic messaging organizations for possible collaboration with ASC X12.
- b) Suggest processes that would assist and promote collaborative relationships between ASC X12 and other electronic messaging organizations.
- c) Suggest ways to position ASC X12 as a major contributor in both domestic and international electronic messaging.
- d) Support, and facilitate collaboration with external organizations.
- e) Prepare impact analyses for ASC X12 regarding collaboration with other electronic messaging entities for improved, expanded or alternative standards development.
- f) Assist in the coordination of ASC X12 assigned liaison activities. Include, at a minimum, a summary report for the ASC X12 Steering Committee for each trimester ASC X12 meeting.
- g) Prepare and maintain ASC X12 orientation, training, and template presentations and courseware. COTG will work with the Secretariat to organize, revise and brand this material.
- h) Facilitate external resource acquisition activities and initiatives.

4. MEMBERSHIP

Members of the COTG must be a member in good standing of ASC X12 (dues must be current).

5. OFFICERS

- a. The ASC X12 Chair shall appoint the COTG Chair. (4.2.6.3 of OPM)
- b. The task group Chair may appoint a task group Vice Chair(s) and a recording secretary, if desired. . (4.2.6.3 of OPM)
- c. The terms of office of the task group officers shall be indefinite. (4.2.6.3 of OPM)

6. CONDUCT OF MEETINGS

All meetings shall be conducted by Roberts Rules of Order. In the event there is conflict, Roberts Rules of Order and all ASC X12 Standing and Operational Documents shall preside.

7. VOTING

All decisions of COTG shall be by consensus of all task group members participating in a meeting or responding in writing to a request for input. Written items are acceptable in the form of a letter or electronic mail to the Task Group Chair, or through other electronic means as determined by the Chair. A straw vote of the members attending may be taken by the Chair to assist in determining consensus. Questions of procedures not covered elsewhere in this charter shall be settled using Robert's Rules *of Order* (current edition).

8. MEETINGS

- a. Physical (face to face) or teleconference (phone or internet) shall constitute formal COTG meetings.
- b. The COTG Chair shall provide a minimum of 30 days notice to members of a physical meeting and a minimum of 7 days notice of a teleconference meeting.
- c. There shall be a minimum of 3 meetings a year.
- d. The COTG chair shall determine the means by which the meeting shall be held but shall endeavor to make the means as inclusive as possible to all members.
- e. Quorum is defined as the members able to attend a meeting, comprised of two or greater individuals when proper notification has been conducted (see 7.b.) and shall never constitute just the chair.

9. COMMUNICATIONS

- a. Electronic: Electronic means (email, word processing, other acceptable electronic means) shall be permitted for the use of proper communication either as supplement to the traditional paper documents or replacement to the paper document.
- b. Written: Written communication is acceptable and shall be permitted for the use of proper communication either as supplement to electronic documents or as a replacement to the electronic document. Written communication is valid if presented on paper with an appropriate signature (electronic or written).