# X12N/Mgt
# Management Task Group

The X12N Management task group (MGT) is a standing task group operating under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC). The task group's activities are overseen by the X12N chair. The task group adheres to all applicable corporate, committee, and subcommittee policies and procedures. The task group is delegated with the authority to act on behalf of the X12N subcommittee on certain matters as defined in the X12N Constitution (ASC91).

## Scope

The X12N Management task group ensures cohesive and coordinated subcommittee operations via information-sharing across the subcommittee's subordinate groups. The task group also supports, advises, and assists the X12N chair with decisions and activities related to subcommittee operations, including forecasting, planning, organizing, coordinating, and leading X12N projects and constituents within the subcommittee's defined purpose and scope.

## Responsibilities

The X12N Management task group's responsibilities are:

- Enabling a positive, supportive environment within the X12N subcommittee to facilitate healthy collaboration, encourage volunteerism, take advantage of the skills and talents of all X12N constituents, and produce quality work products that support the subcommittee's scope
- Enabling positive and effective communication with other X12 committees, subcommittees, subordinate groups, and staff
- Ensuring cross-group communication of significant progress, barriers, or issues
- Collectively resolving cross-group barriers or issues with open-minded solutions that focus on the best interests of the X12N subcommittee, the ASC committee, and the overall X12 organization
- Reviewing RFI responses produced by X12N subordinate groups to ensure consistency with previous responses, well-worded presentation of the information, and consideration of the big-picture view before the responses are presented externally
- Coordinating within X12N, the ASC, and X12 to ensure appropriate education, training, and informative materials are published or otherwise presented
- Supporting initiatives and special projects as requested by the X12N chair

# Document History

New versions of this document are effective on the date the member ballot closes, unless otherwise designated.

| Date | Version and Description |
|---|---|
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| 03/11/2020 | V1: Documents the scope statement for the ASC X12N Management Task Group to satisfy the corporate requirement that all subordinate groups operate under such a statement. |