Task Force Starter Kit

Who to invite, how to organize, and a simple member roster

PURPOSE: Build a working county team that represents the people most affected by broadband gaps and the allies needed to finish the job.

Who Should Be at the Table

- ☐ Residents waiting for broadband
- ☐ Older adults
- ☐ County commission
- ☐ Public library
- ☐ Churches / faith leaders
- ☐ Extension office
- ☐ Teachers
- ☐ Farmers / landowners
- ☐ Internet service providers (as partners, not chairs)
- ☐ Young people
- ☐ Workers and job seekers
- ☐ Mayors / municipal officials
- ☐ Healthcare providers
- ☐ Senior centers / civic clubs
- ☐ Chamber / local businesses
- ☐ School board / school system
- ☐ Workforce / training partners

Suggested Working Roles

ROLE	WHAT THE ROLE DOES
Chair / Co-Chairs	Keep meetings focused; build partnerships; follow up.
Secretary / Action Tracker	Record decisions, assignments and unfinished items.
Data & Map Lead	Track locations, providers and gaps using the BEAD map and local knowledge.
Community Outreach Lead	Reach residents and community organizations. Recruit volunteers to train and serve as Digital Navigators.
Education Lead	Connect schools, teachers, colleges and students; promote digital literacy and AI readiness.
Workforce Lead	Connect training, employers, veterans, justice-involved residents and job seekers.
Health Lead	Connect healthcare providers, telehealth and community health partners.
Digital Skills Lead	Coordinate digital literacy/skills workshops and volunteer Digital Navigators, online safety, devices and skills training.

County Task Force Member Roster

County: _____ Date formed: _____

NAME	ORGANIZATION / ROLE	COMMUNITY / AREA	PHONE	EMAIL

KEEP IT PRACTICAL: Start with a committed core group, add partners as needed, and keep assignments visible.

FIRST DECISION: Choose a regular meeting schedule and one clear way members will receive agendas, notes and action-item updates.