# **NEW** UPDATED GVO TASKS FUNCTION

## Action Tasks

Use the flexible and bespoke GVO Task function to record actions agreed in a meeting. Assign Tasks to individuals or groups for completion, with visible reminders and status updates.

Easily assign Tasks after a meeting and review progress ahead of the due date.

Report on the status of a Task via the reporting tool, showing who has completed, and when.

## Compliance Tasks

Use the flexible and bespoke GVO Task function to record and report on statutory compliance items, assigned to individuals, boards and/or committees.

Use the Task reporting tool to view the status of a Task, showing who has (and hasn't!) completed, and when.

## GVO Tasks:

☑ Use to record actions from a meeting, assigned to the relevant individual(s) for completion.

☑ Tasks can be access controlled and visible to the relevant Board/Committees.

☑ Assign annual compliance items for completion and use the flexible reporting tool to keep track of completion status.

☑ Visible reminders of outstanding Tasks via the GVO calendar, Home Page and weekly newsletter.

☑ Tasks reporting visible at a local and central level (in a MAT)

Ongoing Support is available for all GVO users.
Call 01273 921066 or email support@thegvoffice.com for any help or training requirements.