

Steering Committee Proposal

Why? Why do we need a steering committee? The group Has many wonderful ideas and many directions to pursue. We realize we need to move past discussion to action. A committee to help focus our efforts and organize them into concrete plans to be implemented is needed. A group who will organize monthly meetings, improve communication, follow up on projects and maintain the records of our activities is important.

Purpose: The steering committee of Raymond's friendly project is the governing group that will be used to organize the key stakeholders and empower them to successfully complete projects. The committee will focus on collaboration, cooperation and communication.

Scope: The Steering Committee will:

- Identify all projects
- Oversee all projects
- Provide ultimate direction on projects
- Develop, manage and oversee the groups finances
- Produce the documentation, final results and deliverables of projects

Description:

Size: The Steering Committee will be composed of 9 to 13 members. We will strive to have an uneven number of members in the event votes are necessary.

Membership Determination: Interested people will be invited to attend a steering committee meeting. The group will vote the person to the committee.

Organization: The Committee is considered a standing committee.

Until the completion and results are produced from the assessment survey the committee will be loosely organized. Members will take turns in taking meeting notes and assignments as necessary.

Upon completion of the survey and the analysis of results the Committee with input from all interested parties will determine the next phase or organization.; i.e. more formal, incorporation, non-profit etc. This will determine the necessity of by-laws and officers, term limits etc.

Roles and Responsibilities: Members are expected to attend all scheduled meetings. If member is unable to attend they shall notify the communications chair.

- Specific roles and assignments will be determined during committee meetings. Such roles and assignments will be clearly described and documented.
- Each meeting will appoint at a minimum a meeting chair and scribe.
- Members are expected to carry out their role or assignments.

Meetings: The Committee will meet at least monthly. Additional meetings will be scheduled as needed.

- All meetings will have an agenda and necessary handouts/documents provided in advance.
- All meetings will have documented notes/minutes. Decisions will be clearly documented.
- Meetings will be of three types:
 - **Regular:** Ongoing monthly meetings
 - **Special:** Meetings that are called for a particular reason that cannot be scheduled for a regular monthly meeting.
 - **Workshop:** Meetings called for educational purposes on a specific topic or to review and work through a large amount of material/data.
- **Voting:** We recognize that there are times when consensus will not be easily reached. To ensure we continue to move forward there will be times when a vote is necessary. Voting will occur under Robert's Rules. A simple majority is necessary.
- **Quorum:** Due to the voluntary nature of our organization and challenges in scheduling attendance by 6 members is considered a quorum.
- **Code of Conduct:**
 - Come to the meeting with a positive attitude.
 - Treat members with respect both, during the meeting and outside of the meeting.
 - Be prompt in arriving to the meeting and in returning from breaks.
 - Turn cell phones off or to vibrate.
 - If you must take urgent calls on the cell phone, take your conversation outside.
 - Talk one at a time, waiting to be recognized by the Chairperson.
 - Limit side conversations.
 - Be patient when listening to others speak and do not interrupt them.
 - Members need to stay on the topic being discussed.
 - When a topic or agenda item has been discussed fully, do not bring the same subject back up.
 - Don't discuss personal issues during the meeting, except when it is about the subject being discussed by the Committee.
 - Don't make threats or rude comments to members.
 - Address any concerns about the discussion or the meeting with the Chair. It is the Chairperson's job to bring the meeting to order.
 - Be respectful of other people's ideas or situations when they talk. Try not to judge them or point fingers

Communication: A *communications chair* will be selected from the committee. This person(s) will be responsible for scheduling meetings, meeting agendas, document storage, and overall communication to the larger group.

- Group communications are not secret! All documents and communications are available to any member.
- The chair will be responsible for maintaining the overall list of interested parties and committees including email, addresses and communication preferences.
- Communication will consist of email, email newsletters, website updates and telephone calls as needed.