



## COMMITTEE GUIDELINES

- **Structure**
- **Operations**
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### Structural guidelines

**Appointments and eligibility:** Committee appointments are made by The Salish Sea School (TSSS) president jointly with the president-elect based on an open application process (see Application SOP – to be developed).

**Committee size:** Ideally, committees will have six (6) to ten (10) members. Committee chairs can request the TSSS president approve additional permanent members if committee work calls for it, or they can consider appointing non-committee members to short-term project committees (such as, allow “micro volunteering” opportunities).

**Terms:** Three (3) years. Occasionally terms may be extended for an additional one (1) to three (3) years maximum upon the committee member’s written application for an extension and at the recommendation of the committee chair and the discretion of the TSSS president. Typically, committee members who serve as chair end up having four- to five-year (4- to 5-year) terms (see “Officers” below).

**Rotation:** Terms will be staggered so that one-third of committee members will roll off each year. Occasionally, vacancies and extended terms may mean too many members will roll off at once; to ensure continuity, terms may be extended one year for this reason at the discretion of the TSSS president.

**Officers:** Each committee will have a chair and every other year, a chair-elect. The term of the chair is two years, and a chair (and a chair-elect) will serve only one term. Every other year, a chair-elect is identified from among the committee members by the committee chair; s/he is recommended to and appointed chair-elect of the committee by the TSSS president with input from the Board. The chair-elect shadows the committee chair for one year, and takes over as chair for two years. The chair may serve a further one year in an emeritus/ex-officio capacity. Typically, this cycle will result in a four- to five-year term on the committee (regular committee member in Year 1, chair-elect in Year 2, chair in Years 3 and 4 and emeritus chair in Year 5).

- Sub-committees or projects may also have chairs, appointed by and reporting to the committee chair.
- The TSSS president, immediate past-president and president-elect are ex officio on all committees.
- The TSSS executive director is ex officio on all committees.

## Operational guidelines

**Mission:** Each committee will have

- A clear and actionable mission reviewed annually and updated as needed by the chair in conjunction with the TSSS Board of Directors (Board).
- A specific charge/remit and related goals reviewed annually and updated as needed by the chair in conjunction with the Board.

**Meetings:** Committees will meet by conference call as often as needed but at least four times a year. Business can also be conducted by email or on Slack. Each Committee will assign a member to support the set-up of such meetings, take minutes and distribute them for approval.

**Action plan:** At the start of each committee year (November), committees should outline in writing new action plans for the year (or longer as needed) and update existing plans. These plans will be presented to and approved by the Board.

**Reporting:** Committee chairs will prepare written reports (using a template) to the TSSS Board of Directors twice a year. Reports will outline plans and progress toward goals. Committees may also request action from the Board and make recommendations in the form of motions.

## Roles and responsibilities: Chair, chair-elect, committee members

### Chair

The committee chair is responsible for organizing and facilitating committee meetings and activities and submitting committee activity reports to the Board of Directors. The assigned support member works with the chair to assist them in fulfilling these responsibilities.

- Directs and leads activities of committee
- Primary point of contact for TSSS Executive Director and staff
- Appoints roles to committee members/task forces/subcommittees
- Submits any requests or action items to the Board for approval
- Leads committee meetings and conference calls
- Initiates/participates in committee discussions
- May promote committee activities to wider audience in collaboration with TSSS communications staff
- Works with assigned support member on two reports per year to the Board
- Works with assigned support member on meeting agendas
- Reviews/approves materials packets for meetings as needed
- Works with assigned support member on shortlist for new committee members
- Chair reviews committee member participation annually and may recommend to the TSSS President early termination if a committee member has not engaged in committee work

## **Chair-elect**

In addition to all the responsibilities of a regular committee member (listed below), the chair-elect shadows the chair for one year, in preparation for subsequently chairing the committee for two years.

- Makes suggestions to chair about potential committee activities and appointment recommendations.
- Is copied on correspondence at discretion of chair.
- Provides feedback to the chair upon request.
- Potentially leads sub-committees or a working group at the request of the chair.

## **Members**

Each committee member is expected to be an active committee participant for the entire committee term, which is usually three years.

- Engages in committee communication and collaboration
- Attends face-to-face committee meetings during his or her term, and participates in conference calls.
- Possesses knowledge and awareness of issues and concerns of the community as it relates to his or her committee.
- Responds to the interests and concerns of TSSS stakeholders as they relate to the committee.
- Has sufficient time to fulfill committee assignments (such as writing or reviewing policy documents, developing educational content, etc) by assigned dates.
- Participates on a subcommittee or task force if requested.
- Responds promptly to correspondence and information requests from the committee liaison, chair, and other committee members.
- Works towards and believes in the importance of diversity and inclusion
- Reviews all relevant material prior to meetings.
- Supports TSSS's goals and objectives.
- Promotes volunteer involvement by maintaining an understanding of activities, discussions and programs.
- Immediately informs the Executive Director and committee chair if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.

## **Diversity, Equity, and Inclusion (DEI) considerations**

Each member should work to hold TSSS accountable in Diversity, Equity, and Inclusion (see definitions below) into all aspects of its work conducive to the mission and goals of the organization.

- Guide the Board by striving to address, explore, educate, learn about and respond to the diversity of human experience.
- Assess the implementation of diversity, equity & inclusion in the strategic plan.
- Focus on organizational policies and procedures to address diversity, equity & inclusion issues and make recommendations to the Board.
- Propose diversity, equity & inclusion initiatives.
- Recommend survey tools for seeking regular feedback from students and volunteers to inform decision-making and understand opportunities for improvement.

- Disseminate information on best practices and monitor the development, implementation, and evaluation of standards for cultural competence for students, volunteers, the board & committees and staff, including sharing the work of the committee with the Communications and Marketing Committee.

### **Assigned support member (may also be the chair or chair-elect)**

The assigned support member ensures strong communication and support in part through communication with the executive director (ED). The support member is responsible for communicating to the ED about committee needs, goals and challenges.

#### *Responsibilities*

- Notifies ED of committee member disengagement and resignation.
- Notifies ED of changes to contact information.
- Works with committee chairs to schedule meetings and conference calls
- Prepares meeting agendas, materials and reports.
- Attends and participates in all committee meetings and conference calls.
- Prepares, reviews, and edits meeting minutes as appropriate. Obtains committee chair approval and sends final minutes to ED.
- Works on any Board or ED approved action items that result from committee meetings; ensures action list is up to date.
- Provides an understanding of TSSS's mission, purpose and operations.

## DEFINITIONS

***Diversity:*** The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical ability or attributes, religious or ethical values systems, national origin, political beliefs, and cultures.

***Equity:*** Ensuring that everyone has support and access to the resources needed to be successful and identifying and eliminating barriers that have prevented the full participation of communities most impacted by systemic oppression.

- Improving equity involves increasing justice and fairness within the procedures and processes of organizations and systems, as well as in the distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society and organization.
- Equity differs from equality. Equality refers to treating everyone the same but does not necessarily lead to equitable outcomes because diverse communities have diverse needs and have faced varying obstacles and inequities.

***Inclusion:*** Ensuring that people of all backgrounds, identities, abilities, perspectives, and beliefs have an equal opportunity to belong, achieve, and contribute to their communities. An inclusive organization promotes and sustains a sense of belonging; it values and practices respect where all people are recognized for their inherent worth and dignity, talents, beliefs, background, and ways of living.

***Cultural Competence:*** An understanding of how organizations and individuals can respond respectfully and effectively to people for all cultures, economic statuses, language backgrounds,

racess, ethnic backgrounds, disabilities, religions, genders, gender identifications, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms and values the worth, and preserves the dignity, of individuals, families and communities.

*History:*

*Approved by TSSS Board of Directors, November 9, 2020*