

In an effort to provide guidance and support for our leaders the Governance Committee presents the information listed below as criteria for the roles. Our goal is to provide direction and a level of continuity for Cluster Leaders and Committee Chairs.

## **Guidance for Cluster Leaders and Committees:**

### **Role of Cluster Leader(s)**

- 1. Work with the President to appoint all committee chairs by November 1st. This supports transition and ability of Committees to begin the execution of plans in January.**
- 2. Work with committees to find volunteers with the skills and expertise to support committee work and maintain a list of the committee members.**
- 3. Ensure that committees set annual goals and strategies in alignment with Executive Council goals.**
- 4. Provide leadership oversight for committees.**
- 5. Review the planning process with all committees in the cluster.**
- 6. Review and act on all committee action items.**
- 7. Meet committee report deadlines as determined by the EC and Secretary.**
- 8. Serve as liaison between Cluster Committees and Planning and A&F Committees.**
- 9. Ensure that the planning process is executed for all committee actions.**
- 10. Ensure that committees set meeting dates and meet regularly.**
- 11. Include in reports to the EC all action items from committees.**
- 12. Provide transition support for the next leader.**

### **Role of Committee Chair/Co-Chairs**

- 1. Provide leadership for the committee.**
- 2. Maintain a directory of committee members.**
- 3. Review Constitution and bylaws, EC Handbook, budget, and other documents that support the development and actions of the committee.**

- 4. Consult with the Executive Director, Cluster Chair, Planning Committee and Audit and Finance for all committee recommendations.**
- 5. Create a strategy and timeline for meeting the goals and objectives for the committee.**
- 6. Provide at least 2 months notice for action items that need to come before the Executive Council.**
- 7. Invite Cluster Leader(s) to all committee meetings.**
- 8. Propose goals to the Cluster Leader(s) for approval by the EC using the Planning Process.**
- 9. Prepare an agenda for all committee meetings and circulate at least 3 days prior to the meeting.**
- 10. Set meeting dates and meet regularly. Provide the Cluster Leader(s) with this information.**
- 11. Work between meetings to meet committee goals and timelines.**
- 12. Consult regularly with Cluster Leader(s).**
- 13. Ensure minutes and votes are accurately recorded and reported at the next meeting.**
- 14. Review the status of goals with the Cluster Leader(s) and the full committee at least twice a year.**
- 15. Provide transition support for the next chair.**

### **Role of Vice-Chair**

- 1. Support the Committee Chair/Co-Chair(s) to meet the goals of the committee.**
- 2. Provide transition support for the next Vice-Chair.**