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.