

Two-Year Transition to Membership Selection of Leadership

Interim Leadership Team

COMPOSITION: Five appointed by BOC plus advisor from County Manager Office. Subcommittee chairs added as they are formed.

DUTIES:

- Select first chair & vice chair
- Help county develop criteria for staff coordinator
- Partner with county to develop measures for staff coordinator and provide feedback on performance
- Provide input on initial budgets
- Identify & recruit partners
- Co-host at least 2 community forums
- Form organizing subcommittees
- Seek and select members for first Steering Committee
- Adopt expectations of Steering Committee members
- Help develop community needs assessment, if needed
- Engage community in development of initial goals, strategies and shared measures

Initial Steering Committee

COMPOSITION: No more than 15 total. Includes Initial (and then Permanent Leadership Team) plus others they appoint for staggered 3-year terms.

DUTIES:

- Lead development of strategic plan with measurable goals & strategies.
- Create, revise or dissolve subcommittees as needed
- Recruit members and chairs or subcommittees
- Ensure all activities support the mission and goals
- Help develop agendas for upcoming meetings and events
- Develop initial bylaws
- Enlist outside experts in periodic review of the entity's work
- Develop strategies to grow participation & awareness
- Ensure Leadership Team receives feedback on staff coordinator's performance
- Attend meetings regularly & complete assigned work

Permanent Leadership

COMPOSITION: Elected chair & vice chair, subcommittee chairs, plus County Manager Office advisor

DUTIES:

- Partner with county annually on performance measures & evaluation of staff coordinator
- Provide input on and approve annual budget
- Help staff produce an annual progress report covering finances & strategic plan update.
- Encourage raising issues and concerns directly & promptly
- Develop routine process for all partners to jointly evaluate how well partnership is working
- Develop meeting schedule for Steering Committee and full membership
- Evaluate and propose needed changes to bylaws and processes.
- Advise Steering Committee on need to form or revise subcommittees

On-Going Steering Committee

COMPOSITION MEMBER ELECTED:

No more than 15 total. Includes Leadership Team and others elected by the membership as vacancies on Initial Steering Committee occur..

DUTIES:

- Continuation of duties of initial Steering Committee.

Interim Chair & Vice Chair

Provide the county with feedback on applicants for staff coordinator & serve on interview team

Member-Elected Officers & Steering Committee

