



## **GENERAL STANDING COMMITTEE DESCRIPTION**

### **I. WHAT ARE THE FUNCTIONS OF A COMMITTEE?**

- a. In conjunction with the Governance Committee, create a Committee Description specific to your committee to be submitted for Board approval.
- b. Create a working organization, in line with the recommendations of the Governance Committee and consistent with structures of other committees to be submitted for Board approval.
- c. Develop a plan to carry out the responsibilities, goals and objectives of the Committee as outlined in the Long Range Strategic Plan.
  1. Review and recommend expenditures on capital items as appropriate to the Finance Committee and Board of Trustees.
  2. Review uses and trends appropriate to your committee and make recommendations based on those trends (i.e. energy trends, water use, building trends, environmental impact, etc)
  3. Address the facility needs of any HIC facility regarding anticipated program expansions or increases remaining conscious of trend data that may place particular stress on any part of an HIC facility.
  4. Review and recommend appropriate action regarding critical needs.
  5. Review and recommend pricing strategies, rules, regulations and policies relevant to your committee assignments.
- d. Take the overall goals as decided by the Board and develop specific and measurable objectives to carry out those goals. Recommend new goals and objectives for Board approval as appropriate.
- e. Conduct evaluation of committee work every 6 to 12 months in light of established goals and objectives.
- f. Report to the Board of Trustees regularly on work accomplished and on problems that are anticipated and/or met.
- g. Where appropriate, identify other agencies with which cooperative relations should be established or maintained, and discuss means of developing these relations with the Island Manager.

### **II. WHAT ARE THE DUTIES OF INDIVIDUAL COMMITTEE MEMBERS?**

- a. Be familiar with the mission, values and vision of the Island.
- b. Attend meetings regularly.
- c. Contribute to the solution of problems that confront the committee.
- d. Help carry out the functions of the committee. (See Section I).
- e. Promote the programs of the Island to all Community Members.
- f. Generate and encourage interest in other Community Members qualified to serve the Island in Committee or Board roles.

### **III. WHAT IS GOOD COMMITTEE PROCEDURE?**

- a. Agenda should be developed by the Chair in cooperation with the staff.



- b. Items on the agenda should be well documented. This material should be provided each committee member.
- c. Meetings should be held at a regular place and time.
- d. If possible, all reports should be in writing. They should show comparison with status of a year ago. Committee minutes should be retained for reference purposes for at least 5 years.
- e. Robert's Rules of Order are not necessary. Conversation should be casual, relaxed and inviting to all. General consensus should be sought but not required. Unresolved issues should be brought to the Board of Trustees for their ideas.
- f. Staff and a representative Board member should participate as members of the committee and as resource persons, bringing additional data and experience to the discussion as issues unfold. These are advisory, not voting positions on the committee.
- g. Copies of minutes should be kept and sent to all members soon after the meeting.
- h. The committee should review its work from time to time in view of:
  - 1. Its commission
  - 2. The goals it has set out to accomplish in given period of time
- i. Meetings should open and closed at predetermined times as often as possible. Agenda should be so built that the business can be covered in the allotted time. Target range is 1-2 hours.
- k. Important actions and policies are recommended to the Board of Trustees for approval.
- l. Whenever possible and appropriate, committees should seek community input prior to making their final recommendations. Committee Chair name and contact information should be regularly published so that any community member wishing to make comments or ask questions of the committee has an easy way to do that.

#### **IV. WHAT ARE THE RESPONSIBILITIES OF A COMMITTEE CHAIRMAN?**

- a. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes. Runs meeting efficiently, starting and ending on time, following the agreed upon agenda and encouraging input by all committee members.
- b. Sets tone for the committee work. Guides the process using good group discussion techniques.
- c. Ensures that members have the information needed to do their jobs.
- d. Oversees the logistics of committee's operations. Works to maintain active interest and involvement of all committee members and recruits as needed for expansion of the committee.
- e. Reports to the Board's President. Ensures flow of communication between the Board and the committee.
- f. Reports to the full Board on committee's decisions/recommendations.
- g. Works closely with the Island Manager and other staff as agreed to by the Board President.
- h. Initiates and leads the committee's annual evaluation.

The position should be at least one year and not more than three years, requiring Board approval annually. The chair positions should stagger so that there are three to four committee chairs changing each year. The Governance Committee will act as Nominating



Committee each year to schedule rotation, recruit and recommend new chairs for Board approval.

**V. WHAT IS THE FUNCTION OF THE ISLAND STAFF IN RELATIONSHIP TO THE COMMITTEE?**

- a. Aids the Chair in building the agenda by:
  1. Contributing items arising from relevant HIC operations.
  2. Contributing items arising from conferences with other staff members.
  3. Reviewing previous minutes with the Chair.
- b. The staff member is not a voting member of the committee, but participates in the discussion on the same basis as members. Staff member also acts as a resource person for the committee where staff knowledge, training or experience can be utilized in guiding the committee procedure.
- c. Executes certain routine details to aid the committee, such as:
  1. Preparing reports where appropriate.
  2. Making needed studies as requested by the committee to meet its goals.
  3. Supplying needed materials.
  4. Coordinating and assigning support of HIC staff where appropriate.
- d. Informs the committee as to the progress of the program and the operation of the adopted policies.