

Planning & Outreach PY16-17 Work Plan

| <u>Committee Members</u> | <u>Staff</u> |
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| Christine Cote Brian Lenz Carolyn Dresker Jill Falk Marcia Henkle Mark Todd | Patrick Amy M. |

TASK FOR PY-16-17

- Set meeting dates
- Establish Chair
- Reaffirm committee membership
- Plan for outreach to local legislators

SOUTH CENTRAL WORKFORCE COUNCIL PLANNING AND OUTREACH COMMITTEE CHARTER

BACKGROUND

As a 501(c)(3) and as prescribed by the South Central Workforce Council Bylaws, the Board of Directors shall as deemed necessary establish standing or special committees to carry out the work of the Board. Members shall be appointed by the Chair from among the Board of Directors; and may include other individuals as required by law or determined appropriate by the Board. As such, the South Central Workforce Council has chartered the Planning and Outreach Committee.

ARTICLE I NAME

South Central Workforce Council Planning and Outreach Committee.

ARTICLE II PURPOSE AND AUTHORITY

The scope and powers of this Planning and Outreach Committee is authorize by the full South Central Workforce Development Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The Committee is authorized to meet on a regular basis to review and make recommendations to the full Council on matters related to the mission, vision, strategic direction, advocacy and outreach of the nonprofit organization.

ARTICLE III DUTIES AND RESPONSIBILITIES

- Section 1. The Planning and Outreach Committee shall carry out activities related to the Council's mission, vision, strategic initiatives, major programs and services.
- Section 2. The Committee shall review and recommend an effective strategic planning process, including the development of a four year strategic plan.
- Section 3. The Committee shall periodically review the mission, vision and strategic plan, and recommending changes to the full Council.
- Section 4. The Committee shall review and procure major programs and services as required by the federal procurement regulations.
- Section 5. The Committee shall identify, research and frame advocacy activities.
- Section 6. The Committee shall advocate on behalf of the full Council focusing on legislative, executive groups, stakeholders, and associations.
- Section 7. The Committee shall plan and conduct meaningful outreach and advocacy activities.
- Section 8. The Committee shall respond to time critical activities as assigned by the full Council.

ARTICLE IV
MEMBERSHIP

- Section 1. The Planning and Outreach Committee shall be comprised of no less than three (3) members of the Council.
- Section 2. Members shall be appointed by the chair through recruitment and/or recommendations by the full board.
- Section 3. Terms shall be three (3) years and may be renewed for subsequent terms under the discretion of the Chair.
- Section 4. Membership attendance via videoconference or conference call will be considered regular attendance and be afforded all voting rights.
- Section 5. A member of the Committee may not vote on a matter under consideration regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Council to constitute a conflict of interest or the appearance of a conflict of interest.
- Section 6. Excessive absence from consecutive regular meetings, except under special and/or excused circumstances, may be sufficient cause for termination of a member's appointment to the Committee.
- Section 7. The Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and special Planning and Outreach Committee meetings are not allowed, unless authorized by the Council; and only for extenuating circumstances.

ARTICLE V
OFFICERS

- Section 1. The officers of the Planning and Outreach Committee shall be a Chair and Vice-Chair and determined by the committee members.
- Section 2. Members shall perform the duties prescribed by this charter and by the parliamentary rules.
- Section 3. Any vacancy in an elected office will be reappointed according to the provisions of this charter.
- Section 4. No member shall hold more than one (1) office at a time.

ARTICLE VI
MEETINGS

- Section 1. Regular meetings for the Planning and Outreach Committee shall be at least once per year and more frequent as required to carry out the work of the Council.
- Section 2. Special meetings of the Committee will be called upon by written request and can be called by the Chair or Chair Elect; or the Executive Director.
- Section 3. Each regular meeting of the Committee shall be open and accessible to the general public.
- Section 4. Agendas, meeting notices and when possible background information shall be prepared and distributed to all members in advance of each regular and special Committee meeting.
- Section 5. Minutes shall be distributed at or prior to the next regular meeting to all Committee members, public and to such other persons as may be designated by the Chair.
- Section 6. Minutes of all regular and special Committee meetings shall be maintained by staff at a location accessible to the public.