

Partnership for Prince George's County Steering Committee Operating Principles

Revised September 24, 2007

Steering Committee Composition

Nominations: solicited from stakeholders.

Size: Maximum of 12 members on Steering Committee

Representation: goal (but not prescription) to have roughly one third from funders (including corporate funders), one third from nonprofit membership organizations, and one third from Prince George's County community representatives (including government). Ex-Officio representation from PGCF.

Selection: Planning group selects first Steering Committee. After that, the Steering Committee will select replacements that arise, keeping roughly to the representation goals outlined above. Before the selection, the Steering Committee will agree on basic criteria for choice.

Leadership: Once formed, the steering committee will elect leadership, including co-chairs.

Steering Committee Operations

Terms: Length of terms will vary for first steering committee. We suggest one third of new members have three-year terms, one third have two-year terms, and one third have one-year terms. This will ensure that there is not a complete turnover on the Steering Committee at the end of one or two years (or whatever length the regular term of service will be on the steering committee). After this initial staggering of terms, a regular term of service on the Steering Committee could be two years.

Frequency of meetings: During the first year, the Steering Committee will meet once a month. In subsequent years, Steering Committee can decide how frequently it should meet, setting dates a year in advance. We suggest meeting every other month. Steering Committee members are expected to attend at least 2/3rds of the scheduled meetings

Transparency: Important that proceedings of the Steering Committee are transparent. Possibilities to encourage this include sharing minutes of meetings, to be taken by PGCF staff person and disseminated via email; setting aside part of some meetings that would be open to public.

Roles and responsibilities: Already spelled out to significant degree. To what has already been generated, we suggest adding: Steering Committee members ensure that the activities of the Partnership further the mission of the group, **although the Committee is not responsible for advising the grantmaking decisions of the funding collaborative.** In addition, they serve in an advisory capacity to the Partnership for Prince George's County staff.

Fundraising: Provide guidance and entrée on funding efforts to support Partnership work – serve as ambassador for the group, make phone calls and other support.

Decision-making: Open discussion leading to decisions made by consensus. Chairs have discretion in deciding if particular decisions need to be made by voice vote, with majority rule if there is no consensus.

Meeting agendas: Agendas determined by the co-chairs, working with the staff person, and shared with committee members enough in advance to elicit their suggestions for change.

Subcommittees /taskforces: While the specific subcommittees will be determined by the Steering Committee, we suggest the following: program, public policy, nominations, and executive. Membership on these subcommittees would not be limited to Steering Committee members.

Other tasks to keep in mind: Ensuring attention and commitment to evaluation, and data gathering from the start.