## K Webster (worked off of and shamelessly stole from: Danny Chen's and Zella Jones drafts) 11/1/2010

## **Steering Committee:**

Committees with chair attending Steering Committee meetings (or delegating alternate)? Does this group vote? How is a chair removed if the committee isn't working? How do proxy's? written? What do we do if no one offers to take on a committee that is vital to the group? All volunteers. Mandatory attendance? What if fail to show?

How deal with situations that might require immediate response?

Some jobs don't lend themselves to committee action – they function with one person.

**Translation and Accessibility:** works with members to insure that all important policies and PAP's are available in Chinese and Spanish (written). Works with members (electeds) to arrange interpretation at meetings.

**Constituency Membership Committee**: Insuring the voices of workers, tenants, youth, seniors, parents, small business owners, small landlords, health workers, teachers, day care providers, who else? ...are heard. Works closely with Outreach and Translation Committee.

**Outreach Committee**: Responsible for broader outreach to community, identifying additional stakeholders, coordinating outreach among CWG voting members, meeting with interested parties; address inquiries about membership. All members are encouraged and expected to participate in the work with this committee acting as coordinator of all of our efforts.

## Co-chairs:

- Act as overall coordinators for the CWG.
- Chair the Steering Committee and Full Member meetings.
- Insure that chairs of committees and committees are in good communication where necessary and can and do perform their work.
- Report back to the General membership and steering committee with regular progress reports sent to full CWG
- Responsible for maintaining close contact with Community Boards, communicating with any relevant state and city agencies and elected officials. (or delegate)
- Arrange meeting dates and draft agendas for meetings in consultation with steering committee.
- Take emergency action if necessary in consultation with other co-chair and/or steering committee when possible. Any actions taken in emergency situation is subject to the consensus of the general membership.

**Fundraising, Finance, and Budget Committee**: Responsible for identifying potential sources of funding, dealing with state and city agencies that have committed funding, working with CWG to brainstorm fundraising ideas.

Treasurer: managing CWG's budget and expenses (member of Fundraising Committee).

Government Relations Committee: Responsible for working closely with the co-chairs to maintain close contact with Community Boards, communicate with any relevant state and city agencies and elected officials.

4. **Secretary (Co-Secretaries?)**: Responsible for administrative duties associated with meetings, including taking minutes, and posting them, insuring sufficient copies, taking attendance, registering votes, ensuring all meetings are posted. Create, update stationary for CWG. Coordinate with website coordinator

Special events delegated to the relevant committee?

**Technology& Communication Committee**: Responsible for helping to maintain website, listserve and/or other electronic means of communication; emailing announcements to CWG listserve. Works closely with the translation/accessibility Committee.

Website coordinator: maintain website. (member of the Communication Committee).

**Media Committee**: Responsible for communications with media as approved by steering committee. Works closely with co-chairs.

## **Working Teams Committees:**

**CB #1 Board Member:** someone from each Board to represent that Board. **CB #2 Board Member:** someone from each Board to represent that Board **CB #3 Board Member:** someone from each Board to represent that Board

Additional other chairs or responsibilities added (and/or subtracted) as needed: For example, once we begin the planner selection process, we may want to add coordination of those responsibilities and communication with relevant parties to a new chair's position or add these duties to an existing chair's position.