

Commission on Improving the Status of Children in Indiana Committee Responsibilities

The standing committees of the Children's Commission serve at the pleasure of the Commission and provide support in their area of expertise for the Commission's task forces and members as needed for execution of the Commission's strategic plan.

- 1. Terms.** Suggested membership terms shall be for at least one year, beginning from the time of appointment. Members can be added as needed throughout the year. Terms are at the discretion of the Committee Co-Chairs.

- 2. Responsibilities and Ways of Work for Committee Members** By accepting appointment, Committee members agree to:
 - Make a good faith effort to attend meetings.
 - Commit to review materials and attend meetings prepared to discuss the topics at hand, and participate fully.
 - Give advice and make recommendations.
 - When speaking with others outside the Committee, members should indicate they are not speaking on behalf of the Committee or the Commission and should present only their own views.
 - Committee members will serve without compensation.

- 3. Values of the Committee**
 - The Committee is intended to be a collaborative entity. Transparency is valued and expected.
 - The Committee values innovation and excellence.
 - The Committee seeks to create outputs and decisions which are well thought out and inclusive of internal staff and system partners/stakeholders.

- 4. Co-Chairpersons.** The Committee may have a single chair or two co-chairpersons. Co-chairs are appointed by CISC on a voluntary basis. Responsibilities of the co-chairs include:
 - Appointing Committee members.
 - Finalizing meeting times, location, and agenda (with input from other Committee members). This information should be finalized at least five days in advance of Committee meetings and forwarded to Commission Staff for posting on the website.

- Facilitate Committee meetings, or appoint a facilitator.
 - Recording minutes, to include date, time and place of meetings; members present and absent, and a brief summary of discussion. A copy of approved minutes should be forwarded to Commission Staff for posting on the website.
 - Appoint sub-committees as needed, and assist in ensuring sub-committees are meeting their objectives and timeframes for task completion.
 - Communicate with the Executive Director on recommendations and progress.
 - Attend Commission meetings and give presentations on the work of the Committee as scheduled.
 - Submit an Annual Report no later than May 1 of each year regarding the work of the Committee during the previous year.
5. **Staffing.** Committee Co-Chairs are responsible for staffing Committee meetings, either directly or through identification of a staffing resource under their direction.
6. **Meetings.** The Committee is recommended to meet a minimum of once a quarter, but may meet more frequently based upon need.
7. **Decision Making and Reporting.** Formal recommendations of the Committee shall be decided by majority. CISC has final decision-making authority on Committee recommendations. The Committee will submit an Annual Report no later than May 1 of each year regarding the work of the Committee during the previous year.
8. **Communication with the Executive Director and the Executive Committee.** The Commission Executive Director will facilitate all communication between the Committee and the Commission, including the Executive Committee. Committee chairs will keep the Executive Director informed of their needs, questions, and recommendations, and the Executive Director will provide the necessary connection to the Commission. The Executive Director will communicate deadlines and formats for Committee recommendations and presentations to the Commission.
9. **Minutes.** Minutes shall be kept at every meeting of the Committee and distributed to its members for review prior to the next meeting. The Committee co-chairs will designate someone to take and distribute meeting minutes. Committees will utilize the CISC Meeting Minutes template. The approved meeting minutes will be submitted to Commission Staff for inclusion on the CISC website.

10. Specialized Sub-committee. The Committee may form such sub-committees or workgroups it believes necessary to complete its work. A specialized sub-committee should consist of select members of the Committee and such other persons who the co-chairpersons believe will assist in a full exploration of the issue under review. Where possible the Committee will identify key system partners and stakeholders to participate on specialized Sub-committees.

Specialized sub-committees should remain relatively small in size, generally not exceeding 3-6 members.

Once it is determined that a specialized sub-committee is needed, the Committee will ensure that clear objectives and timeframes for completion of the sub-committee task(s) are identified and agreed upon. A lead person will be identified for each sub-committee and will report to the Committee chairs on a regular basis. This person will ensure that the sub-committee is moving forward with completion of their task(s) within the indicated timeframe(s).

The Committee co-chairs and lead person for the specialized sub-committee will be responsible for ensuring that bi-directional communication occurs between the sub-committee and the larger Committee at each Committee meeting.