

## ***Steering Committee***

*All members of the Steering Committee must:*

- Attend at least 50% of weekly Steering Committee meetings
- Actively participate on at least 1 Task Force and/or Committee

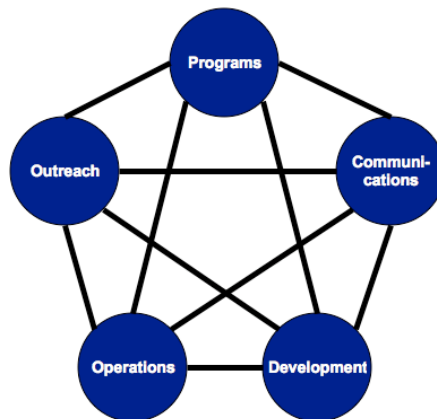
*Steering Committee membership:*

- All current Steering Committee members will remain on the Steering Committee, and will have until August 24<sup>th</sup> to agree to the above rules of membership. Any current members who choose to step down from the Steering Committee are invited to participate on one of the Task Forces and/or other standing committee.
- Over the next month, new members will be added (including interested Design Session participants). New members should be selected to ensure diversity and representation on the Steering Committee



## Standing Committees

- All standing committees will be staffed on a volunteer basis until August 24<sup>th</sup> at which point, membership will be formalized.
- July 27<sup>th</sup> is when we switch to Monday meetings. This meeting will be when we staff the committees and Task Forces
- There will be five committees until August 24<sup>th</sup>: Programs, Outreach, Communications, Development, and Operations. By August 24<sup>th</sup>, decisions will be made by the Steering Committee to add or subtract any other standing committees that are necessary.



### **PROGRAMS COMMITTEE**

#### *Responsibilities Include:*

- Create New Task Forces
- Dissolve Old Task Forces
- Ensures Task Force Alignment (and no overlap)
- First line of support for Task Force leaders

### **OUTREACH COMMITTEE**

#### *Responsibilities Include:*

- Identify gaps in programming to reach full community
- Identifies additional partners for outreach & support
- Connects interested volunteers/participants to engagement opportunities (task force, events, etc)
- Identify partners that can utilize EngageNOLA capacity & services
- Identify new members for Steering Committee

### **COMMUNICATIONS COMMITTEE**

#### *Responsibilities Include:*

- Facilitate internal & external communications
- Documents minutes of meetings
- Maintains Website
- Manages publicity for events
- Manages relationship with outside media

### **DEVELOPMENT COMMITTEE**

#### *Responsibilities Include:*

- Fundraising
- Manages receipts
- Serves as treasurer
- Offers support to Task Force leaders
- (long term) Creates budgeting process for long-term sustainability

### **OPERATIONS COMMITTEE**

#### *Responsibilities Include:*

- Facilitation and support of Steering Committee meetings
- Facilitation between and support of other standing committees

