

Committee Expectations & Guidelines

Touchstone Committee Expectations & Guidelines

Consented on March 26th, 2016 (Not in plenary minutes) - updates by [Framework Committee 2019](#)

Shared vocabulary

- **D&R:** Description and Responsibilities
- **Empowered committee:** > \$500 budget
- **Task force:** a group formed by a committee to achieve a specific goal (see below)
- **Ad hoc:** new committee in development toward full committee status

Committee Expectations

- Committee must have a [D&R document](#) consented by community, specifying:
 - description and responsibilities of the committee
 - committee roles, including responsibilities, qualifications, expected term length and any term limits - [see D&R template](#) for standard role descriptions, with other roles to be established as needed
- Establish expectations for committee membership & participation - [see guidelines](#)
- Periodically evaluate committee effectiveness
 - At the end of each work cycle: pluses/deltas of meetings, goals for next work cycle, long term goals
 - Annually: review D&R, evaluate whether it accurately reflects the committee's process, and modify/bring to February plenary for review & consensus. (Any routine revisions would be submitted for consideration at February Steering to be considered by the community in the Feb plenary. Time-sensitive revisions can be considered by Steering at other times of the year.)
- Follow [guidelines for scheduling committee meetings](#)
- Minutes
 - to be recorded at all meetings - [use template](#) and [follow guidelines](#)
 - Email link to agenda/minutes document no less than 2 days before and no more than 5 days after meeting
- Decision-making standards
 - Minimum of three people for quorum
 - A list of members present should be included in the minutes
 - Identify what constitutes critical and routine decisions
 - For critical decisions, follow the [community consensus process](#)

Committee Expectations & Guidelines

- For routine decisions, use informal consensus (or another specified process)
- For empowered committees: proposals to spend an amount greater than \$500 may only be approved if they:
 - are in line with the overall community budget, and
 - have been discussed at and noted in the minutes of a previous meeting
- If your committee can make decisions outside meetings (such as over email), explain the process here.
- Finances for empowered committees
 - All committees with budgets should maintain an up-to-date budget spreadsheet (accessible to community) showing what they spend money on. [Example: Common House Budget](#). Alternative arrangements can be negotiated with the Finance & Legal Committee.
 - Consult with the Finance & Legal committee regarding the following:
 - reimbursement process
 - budgeting documentation
 - spending approval and oversight by treasurer

Task force Expectations

- Reports to a committee that has a D&R
- Follows the same committee expectations for meetings, minutes, etc
- Formed for a limited time to achieve a specific goal
- Not fiscally empowered
- Does not need a D&R
- Purpose doc accepted by committee
 - Goals
 - Timeline
 - [Example purpose document](#) (Legal Docs TF)