

Southern Region Program and Staff Development Committee Roles and Guidelines (August 2009)

Membership

Each land-grant institution has the opportunity to appoint an appropriate representative to each Program Committee (PC). The decision to appoint a participant is based upon the mission and direction of the institution. If an institution appoints a representative, it is expected that the appointee will serve at least one three-year term. Representatives may be reappointed to additional terms. More than one person from an institution may attend Program and Staff Development meetings.

Officers, Representatives, and Administrative Advisors

The Program and Staff Development (PSD) Committee will annually elect a person to serve as Secretary. The Secretary will serve one year as Secretary, Vice Chair, and as Chair. Election of the Secretary shall be held during the annual Southern Region-Program Leadership Network meeting.

PSD will elect two representatives to the SR-Program Leadership Committee: one from an 1862 southern land-grant institution and one from an 1890 land-grant institution, when possible. The term of appointment is for three years.

ASRED and AEA will each appoint an individual to serve as an advisor to each PC; they will serve as co-administrative advisors. The term of appointment is for three years.

Terms of Office

The officer assumes position the last day of the annual meeting in which he or she was elected. Ideally, leadership should be shared between 1862 and 1890 institutions and as representation allows, offices will rotate between 1862 and 1890 institutions.

Committee Chair

Duties of the Committee Chair include:

- Preparing for and convening committee conference calls on at least a quarterly basis.
- Promote meaningful multi-state and cross-committee work to address emerging and over-arching issues, with input from committee members on key issues.
- Ensuring that timely progress is made toward identified goals. in the Plan of Work
- Cultivating cross-committee work on appropriate issues by seeking out and/or allowing time for joint committee discussions and planning.
- Facilitating the development of a Plan of Work for the next year, updating the current Plan of Work, completing accomplishment reports, prepare information and action items to be shared with ASRED and AEA, and any other reporting required from the committee.
- Ensuring fulfillment of committee member obligations by monitoring individual commitments and discussing expectations with members to ensure understanding and commitment.
- Exploring the appropriate use of information technologies that allow extended participation in committee meetings of as large an audience as possible.

The Vice Chair

The Vice Chair is responsible for ensuring that current e-mail addresses and phone numbers are provided to the SR-PLN Program Manager so that the web site can be kept current and so that communications can be prompt and inclusive. The Vice Chair should be prepared to assume tasks delegated by the Committee Chair, provide leadership for the Chair's assigned roles if he/she is absent for a call, and prepare to serve as Chair the following year to provide a sense of continuity for the Program Committee.

Secretary

The Secretary serves as the official recorder of PSD business. The Secretary takes minutes at all meetings of the PSD, and types and sends minutes in a timely fashion to the Southern Rural Development Center Program Manager to post to the web site.

The Secretary is responsible for submitting the following documents at the end of the PLN meeting.

- Current year Plan of Work update
- Next Year Plan of Work
- Current year Accomplishment Report
- Current year Officer report

Best Practices

- Ask committee members to submit written reports (in electronic format) before the meeting.
- Prepare a rough draft of minutes as soon as possible.
- Have Chair and Vice Chair check the minutes before sending them to board members.

Good minutes contain:

- The name of the Committee, type of meeting, date, time and place.
- The name of the presiding officer, those present, those absent.
- A record of all corrections to the minutes.

Program Leadership Committee (PLC) Representative:

The PLC representative should participate in PLC calls and meetings to represent the PSD Committee; serve as a communication bridge between the PLC and Program Committee to report committee successes/progress to the entire PLC and ensure that the Committee Chair is apprised of any new information coming to or from the PLC; and serve as an effective member of the planning and implementation team for the Annual PLN Joint Conference.

Nominating Committee

- 1) A three member nominating committee appointed by the current Chair shall seek candidates for the office of Secretary. The current Chair cannot serve on the committee.
- 2) The committee should provide candidates with information about the position for which they are being recruited.
- 3) Nominations may be accepted from current PSD committee members and can be pursued through contacts with persons from the membership list.
- 4) All nominees must give consent to have their names listed on the slate.
- 5) A slate of nominees should be prepared for the office of Secretary.
- 6) The chair should prepare a report to be presented during the annual PSD Committee meeting of the nominees.
- 7) Nominations may be made from the floor by any committee member, provided the consent of the nominee shall have been secured.
- 8) Ballots should be prepared by the committee if there is more than two nominees; otherwise, election shall be by voice vote.

Voting

Only one vote per institution will be allowed, with each institution determining who will vote.

Roles and Responsibilities

The PSD Committee will convene at least quarterly conference calls to include the following agenda items:

- Emerging issues
- Review of regional Annual Work Plan (AWP) status/progress
- Review of PC web site and listserv
- Other items as determined by the PC

Meetings

Roberts Rules of Order, Revised shall govern the procedures of this body to which they are applicable and not inconsistent with the Program Leadership Network.

In support of the mission and vision of SR-PLN and from the perspective of the particular program area, the PSD will develop an Annual Work Plan (AWP) that will be posted on the web and shared with PLC for integration into a SR-PLN AWP. The AWP for each committee will be brief and will include major goals, objectives, timelines, action items and designations of responsibility for the work of the committee during the year. AWP's should generally be developed during the annual PLN meeting.