

# Oversight Committee Member Roles and Responsibilities

February 2018

## 1. ***What is the role of the Oversight Committee?***

The Oversight Committee is intended to be a working group and members should be thoughtfully selected who will be actively engaged throughout the implementation process. The Oversight Committee has a number of critical responsibilities and should operate based on an agreed upon set of principles - descriptions below:

### ***Responsibilities***

The responsibilities of the Oversight Committee are to:

- Officially represent the community members and key interest groups in the implementation process;
- Provide guidance and direction to the consultant at crucial steps in the process;
- Act as spokespersons and ambassadors for the effort;
- Serve as hosts at public events during the process;
- Disseminate information during the implementation process through their individual networks;
- Regularly attend meetings, anticipated to be between one and two meetings monthly over the course of the first three months and then one meeting a month for the next 21 months or so; and
- Serve as stewards of the Action Agenda.

### ***Operating Principles***

To guide the committee's deliberations, the following operating principles are proposed:

- The Oversight Committee will appoint Co-Chairs to facilitate productive and focused committee meetings;
- Regular attendance is strongly encouraged to ensure consistency in the committee's deliberations;
- A simple majority be considered a quorum to conduct business;
- Decision-making will be by consensus of those in attendance; and
- All Oversight Committee meetings are open to the public.

## 2. ***What is the role of the Co-Chairs?***

Co-Chairs are preferable to a single Chair, as they share responsibilities, provide for a balance of interests, and ensure that if one cannot be present at a meeting the other may be. Their role is to:

- Call meetings of the Oversight Committee;
- Monitor the consultant, the overall work effort, and the schedule of activities;
- Facilitate the decision-making of the Oversight Committee, providing guidance through the deliberations;
- Serve as the key spokespersons for the Oversight Committee, particularly with the media;
- Work with the consultant to accomplish key logistical tasks; and
- Establish any additional sub-committees that may be needed.