Essential Functions of All Committees

Chair or Co-chairs:
Members:
Ex-officio members: President, Executive Director

Note: All committee work must support the MassCUE mission and operate in accordance with the MassCUE policies established by the Board.

Term:
Chairperson and Members will serve for one year. Chair will be appointed or reappointed at the May Board Meeting. Members will be appointed or reappointed at the June Board meeting.

Duties of the Chairperson:

- Recommend candidates, who are members in good standing and can fulfill the duties of a committee member, for appointment or reappointment to the committee.
- Communicate with committee members, arrange at least six meetings per year, plan agendas, make assignments, be the liaison to other committees, and conduct business on-line as needed.
- Prepare at least six committee reports to the Board and post them in the Board Meetings folder at least one week prior to the Board meeting.
- Post meeting dates, both face to face and online, on MassCUE Board internal calendar.
- Collaborate with the website coordinator to keep committee related information accurate, current and in accordance with these Procedures.
- Collaborate with the Social Media Ambassador and Communications Committee Chair(s) to share committee related news.
- Prepare and present the committee’s Annual Report at the General Meeting.

Duties of the Members:
Attend online and face-to-face meetings on a regular basis and actively participate by volunteering to lead or support committee tasks.

Committee Member Benefit: Those who have served, participated and contributed in accordance with Committee Members Benefit Policy will be eligible for complimentary membership for one year upon recommendation of the Chair at the June Board meeting. If they agree to do so, they will be recommended for reappointment.

Those who have not actively served, participated and contributed will not be recommended for reappointment and will be notified by the chair that if they are able to actively participate in the future, they can let the chair know that they would like to again be considered to serve on the committee.

Approval Process for Edited Procedures
- Chairperson(s) of each committee will regularly review the Charge and Procedures to ensure they reflect what the committee does. Use strikethrough for deletions and colored text for additions so that BPP Committee and the Board knows what has been changed.
- Chairperson(s) of each committee will submit recommended changes to the Charge and Procedures to the Bylaws, Policies and Procedures Committee.
- Collaborate with BPP Committee regarding any further suggestions.
- The BPP Committee Chair will present the Recommended changes to the Board for a vote.

Procedures

Charge:
Develop and integrate programs that engage members as representatives of the organization in various regions around Massachusetts. Develop and integrate programs to engage members in the work of committees, SIG leadership and other events. Plan activities and events that provide members with opportunities to connect and grow as educators.

Optimal number of members: 6 - 12

Responsibilities:
- Inform members of the ways they can become active in MassCUE.
- Recruit and Encourage members to join committees and advise on placement of new committee members.
- Encourage members to become Special Interest Groups leaders, as well as to attend as participants.
• Remind members of the benefits of membership so that they can fully engage with MassCUE.
• Extend MassCUE’s reach to higher education and specific area curriculum associations.

Standing goals:
• Increase the number of members who are actively engaged in areas that help support the mission of MassCUE.
• Increase collaboration to the organization that is representative of the diversity and regions of Massachusetts.
• Involve more districts of students with limited access to technology and learning opportunities in MassCUE’s core programming
• Plan and sponsor relevant collaborative events that align with MassCUE’s mission, policies, and support the needs of our members.

Working goals:
• **Outreach**
  ○ Develop and implement a robust ambassador program (Champions) that is representative of the diversity and needs of educators, in all sectors, in the various regions in Massachusetts.
  ○ Develop and integrate programming that engages members as representatives of the organization in various regions around MA
  ○ Reach out to public and private institutions of higher education and specific curriculum associations for collaboration.
  ○ Recruit MassCUE members to present at educational group conferences/events.
    - Include discussion relevant to the specific group.
    - Include an overview of what MassCUE can do for each educator.
    - Include an overview of participation in the activities of MassCUE.
  ○ Develop and maintain a current annotated index of collaborative groups and the contact people.
  ○ Work with staff to formalize Collaborative Partnerships.
  ○ Work with other MassCUE committees to
    - develop PD events
    - advertise events
    - improve member benefits
    - encourage student and higher ed staff membership
• **Engagement**
  ○ Inform members of the ways they can become active in MassCUE.
Recruit and Encourage members to join committees and advise on placement of new committee members.

- Encourage members to become Special Interest Groups leaders, as well as to attend as participants.
- Plan and sponsor relevant events that align with MassCUE’s mission and support the needs of our members.
- Provide members with opportunities to grow as educators.

- Make recommendations to the board regarding inclusion of like-minded groups to collaborate with.
- In collaboration with Outreach and Engagement Committee, make recommendations to the Board that might increase and improve membership and membership benefits.

Annotated Timeline for Outreach and Engagement Procedures:

- **Ongoing:**
  - Ambassador Program
  - Monitor CUEups sponsorship requests
  - Recruit MassCUE members to host CUEups.
  - Plan mission-focused social events
  - Connect/collaborate with various MassCUE committees

- **July:** Collaborative Partnerships
  - Collaborate with ED and Staff re possible Collaborative Partnerships.
  - Recruit members to present at educational group conferences/events.
    - Include discussion relevant to the specific group.
    - Include an overview of what MassCUE can do for each educator.

- **August:**
  - Confirm committee members prior to new school year.
  - Purchase visuals and take-aways to promote member benefits.
  - Create electronic media re. benefits of membership.
  - Prepare materials for table at Fall Conference.
  - Prepare signup sheet for CUE Central for Fall Conference.

- **September:**
  - Request Board members and OEC members to select times to cover CUE Central.

- **October:**
  - Send Reminder emails to all who volunteered to work CUE Central.
  - Facilitate Member Benefits table at MassCUE Fall Conference with Membership Committee.

- **November:** Review the Procedures for possible edits/revisions.
● February: Collaborate with staff re. materials for table at Spring Leadership Conference.
● March: Facilitate Member Benefits table at Spring Leadership Conference.
● March: Prepare budget for the following year.
● April:
● May: Chair recommended for appointment by the President with Board approval.
● June:
  ○ Recommend committee members for appointment by President with Board approval.
  ○ Discuss Goals for the year ahead and review the DOC Procedures.

**Related Policies**

● Membership Policy
● Committee Member Benefits
● Collaborative Partnership Policy