**COLD Standing Committees**

**Operating Procedures**

The document outlines common elements and expectations of COLD standing committees including templates for committee annual work plans and committee recommendations.

1. **Committee Charges:** Committee charges should be brief, including the following sections and statements (See Appendix I for committee charge template):
	1. Committee statement of purpose—what is the need for the committee?
	2. Strategic plan goals to be addressed by the committee over the next 2 years
	3. Each standing committee will create an annual work plan at the beginning of each fiscal year. (see Appendix II)
	4. Standing committees make recommendations for action to COLD.
2. **Committee Membership:** Committees will typically be comprised of a total membership of \_\_\_\_ people including chair(s). The ultimate goal is for committee members to serve two-year terms with staggered terms to provide for overlap from year to year. One committee spot on each committee will always be held for a member who is a novice to the work of that specific committee as an opportunity for learning.
3. **Committee Meetings:** Standing committees will meet monthly at a minimum, with additional meetings or subgroup meetings as needed.
4. **Committee Documentation:** Each committee will have a public sub-space on Confluence. Minimally, this will include the committee’s charge, members and their terms, agendas, minutes, and recommendations. Confluence can also be used for committee project management.
5. **Committee Recommendations:** Major standing committee recommendations should be forwarded to COLD using the template found in Appendix III.
6. **Committee Chair Responsibilities:** Standing committee chairs are responsible for ensuring that committees adhere to statement of purpose with an emphasis on collaboratively developing annual work plans and bringing committee recommendations to COLD.

**Appendix I: Standing Committee Charge Template**

**[Committee Name]**

**Statement of Purpose**

**Strategic Plan Goals to be Addressed**

**Committee Scope**

**Annual Work Plan**

Each standing committee will create an annual work plan at the beginning of each fiscal year.

**Standing Committee Recommendations**

Standing committees make recommendations for action to COLD.

**Created [date]**

**Appendix II: Standing Committee Annual Work Plan Template**

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| **Fiscal Year:** |
| **Committee Name:** |
| **Select the COLD Strategic Plan goal and/or ongoing activity to be addressed by the committee and provide a brief sentence connecting your project to the Plan.** |
| **Activity/Project Name and brief description:** A brief descriptive name is preferred. Fill out the following 5 fields for each item in your work plan for the year.  |
| **Timeline:**[ ]  continuous project assigned in charge [ ]  short-term project that will be completed this year[ ]  multi-year project continuing past this year (expected completion date: \_\_\_\_\_\_\_\_\_\_)  |
| **Outline the steps and intermediate deadlines planned to complete the project.** *(add rows as needed)*

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|  **Specific Action** | **Due Date** | **Committee Point Person(s)** | **Resources Needed** *(e.g., financial\*, technology, staff support)* |
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| **Stakeholder Feedback:** *(How will responsible parties and affected stakeholders be consulted and engaged in this work?)* |
| **Assessment: How will success be measured?** *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?* Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate. |

**Appendix III: Standing Committee Recommendation Template**

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| **Committee Name:** |
| **Select the COLD Strategic Plan goal and/or ongoing activity to be addressed by the committee and provide a brief sentence connecting your project to the Plan.** Tie back to annual work plan. |
| **Activity/Project Name and brief description:** Tie back to annual work plan. |
| **Timeline:**[ ]  continuous project assigned in charge [ ]  short-term project that will be completed this year[ ]  multi-year project continuing past this year (expected completion date: \_\_\_\_\_\_\_\_\_\_) Tie back to annual work plan. |
| **Outline the steps and intermediate deadlines planned to complete the project.** *(add rows as needed)*

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| **Specific Action**  | **Timeline** | **Implementer(s)** | **Resources Needed** *(e.g., financial\*, technology, staff support)* | **Stakeholder****Feedback** | **Evaluation Strategy/Strategic** **Plan Metrics** |
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| **Assessment: How will success be measured?** *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?* Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate. |
| **Stakeholder Feedback:** *(How were responsible parties and affected stakeholders consulted and engaged when developing this recommendation?)* |