

## Organizational Structure Committee Charter

### Purpose

The Trail Conference's Organizational Structure Committee is established as a working group to assist the Board and Executive Director ("Board" and "ED") with implementation of the 2015 Steering Committee's organizational recommendations approved by the Board in May 2015. The Committee will also assist with oversight and ongoing improvements to the Trail Conference's organizational structure, its management and its evolution.

### Responsibilities

- Assist the Executive Director, as delegated by the Board, in the design and oversight of the organizational structure with a focus on mission-related implementation, including functional responsibilities, task allocation, decision-making, supervision and coordination.
- Assist the Executive Director with communication related to the implementation and management of the organizational structure
- Should the Committee dissolve at the discretion of <identify role>, its work and deliverables will be transition and archived to ensure continuity.

### Membership

- The Committee will be comprised of 5-9 members selected by the Executive Director. The members of the Committee may include members of the Board, volunteers and Trail Conference staff.
- The Committee chair is appointed by Executive Director.
- Composition of the Committee should be reviewed periodically to consider the need to bring on new members who can address missing expertise or perspectives.
- The Committee chair will convene meetings, set agendas, and facilitate meetings. In the absence of the Committee chair, the Executive Director may designate any Committee member as the temporary Committee chair to facilitate a meeting.
- The Executive Director may delegate to the Chair responsibility for making some decisions without further consultation.

### Meetings

- Meetings - It is expected that some of the work of the Committee will be done electronically or by conference calls and by subsets (teams) that may include non-Committee members approved by the Executive Director. At its discretion, the Committee may meet face to face to improve collaboration.
- Frequency - The Committee and teams will agree to meet as needed.
- Decisions - Decisions will be by vote of those present (minimum of 3).
- Minutes - The Committee and sub-teams will keep minutes of meetings and submit written reports as needed. Meeting minutes will be communicated and archived electronically.

### Deliverables

- Organization Structure Implementation Plan
- Trail Conference Organization Guide
- Training and communication materials such as presentations
- Online collection of important documents, minutes, reports to Board and TC leadership

### Annual Goals

This charter approved and adopted on \_\_\_\_\_ by the Board of Directors.