

## Guidelines for Workgroup Chair, Steering Committee and Opportunities for Workgroup Collaboration

### Workgroup Chairs

#### *What is the role of the Chair?*

- Assists with convening and engaging workgroup members (including recruiting new members)
- Assists with facilitating meetings of the Workgroup
- Conveys to group members the importance of attending meetings and contributing their ideas and expertise
- Serves as spokesperson for the group (but not necessarily the Workgroup's steering committee representative) Note: Each workgroup will select a Chair to help organize and guide the group. In addition, each workgroup will nominate 2-3 individuals as candidates for appointment to the Steering Committee. The chair and Steering Committee nominees are not necessarily the same individual.
- Serves as a resource for staff and for the group

Note: Chair must be from an organization that is a Consortium Member (or will become one in the near future/is in process of becoming one)

### Steering Committee Formation

#### *What is the role of the Steering Committee?*

- assisting staff and consultants with prioritizing work activities
- providing guidance related to public involvement
- making critical recommendations to guide the project and staff
- communicating with members of their constituencies and other workgroup members to share information and gather input

#### *What must Steering Committee members be willing to do?*

- take a lead role in guiding the work of the project to completion
- be able to involve others from their constituencies, organizations, and communities to bring their input back to the project
- commit their time to participating actively in the Initiative, including a commitment to attend a minimum of 80% of Steering Committee meetings (see schedule);
- provide leadership, share work responsibilities, and listen to their fellow Steering Committee and Consortium members; and
- communicate with and represent the interests of their workgroups and constituencies.



*What is the role of the Land-of-Sky Board in seating the Steering Committee?*

Each Workgroup will nominate 2 – 3 individuals as candidates for appointment to the Steering Committee. From those Workgroup nominations, the Land-of-Sky Regional Council Board will appoint 1 representative from each Workgroup. The Land-of-Sky Regional Council Board will be responsible for achieving equity in the Workgroup appointments to the Steering Committee, with the goal that a minimum of 1/3 of Steering Committee members be from traditionally under-represented communities.

*What equity goals are in place for the Steering Committee?*

The Steering Committee should: be geographically diverse, include representatives of under-represented communities\*\*, and include representation from a variety of sectors (non-profit organizations, local governments, businesses).

#### Opportunities for Workgroup Collaboration

*When/how will Workgroups have the opportunity to work together across sectors?*

- The June Workgroup meetings will include time for collaboration across groups.
- Our workplan includes several opportunities for collaboration across Workgroups, including:
  - Develop partnerships between affordable housing developers and transportation system coordinators and major employment providers.
  - Develop partnerships for job creation. Convene Cross-Sector Subgroup, including K-12 schools, community colleges, Asheville GO!, employers and economic developers
  - Identify affordable housing initiatives that interconnect with multi-modal transportation and major employers. Secure input and options from affordable housing providers, Transportation planners and employers.

**\*\* Examples of traditionally under-represented communities include, but are not limited to:**

Elderly, disabled, Native American, African American, Hispanic, Ukrainian, persons living in poverty, illiterate, persons who are housing cost-burdened or have limited access to affordable workforce housing, individuals with chronic disease(s), youth, long-time residents (WNC natives), multi-generational and rural mountain landowners, small business owners, farmers, retired senior citizens on fixed incomes, transit-dependent citizens, and populations with limited access to health care, employment centers, education, or healthy foods.