

Summer Mathematics Program Consortium Committee Purpose and Guidelines

Purpose

In order to serve the mission of the Summer Mathematics Program Consortium, Committees consisting of representatives of our membership will meet to collaborate on Consortium activities. These are the Committees that are identified with themes associated with primary goals of the Consortium:

Committee	Focus
Fundraising Committee	Fundraise for Consortium projects and activities.
Diversity, Equity, and Inclusion (DEI) Committee	Develop the Consortium's DEI vision and propose how the Consortium may achieve it.
Consortium Resources	Design and implement the Consortium's outward-facing online hub (which will serve as a resource for parents, educators, and prospective students), as well as the Consortium's internal document repository for members to share best practices.
Incubator Program Committee	Develop the Consortium's program for supporting the successful launch of new summer math programs.
501(c)3 Committee	Obtain 501(c)3 status for the Consortium.
Conference Planning Committee	Organizes the annual conference.

This document provides essential information for the Consortium Committees.

Guidelines

- **Committee Chairs.** Each Committee will be led by a Committee Chair. The initial assignment of Committee Chair will be made by the Steering Committee. The Committee may elect a new chair at any time, especially if the current chair is unable to, or chooses not to, continue their service. The Committee Chair's responsibilities include meeting with the Steering Committee, and other Committee Chairs, once or twice per year, as well as creating periodic written reports on behalf of the committee. The Steering Committee can serve as a resource to support Committee Chairs in their work.

- **Committee Charge and Charter.** Each committee will receive a charge from the Steering Committee to be used as a guideline for the committee's initial work. Committees can (and perhaps should!) then develop a more detailed Committee Charter, spelling out goals and objectives and the process for their work. The structure may evolve as the work unfolds (for instance, to create subcommittees as needed), but this document of Guidelines is intended to serve as the foundation for each Charter.
- **Regularly-scheduled meetings.** The Committee will hold regularly scheduled meetings on approximately a monthly basis. Committees may meet more often if they so choose.
- **Reporting to the Steering Committee.** Committees will report to the Steering Committee on a quarterly basis, providing a summary of work completed, in progress, and upcoming. These reports can also include questions, identification of roadblocks and challenges, and any other information the Committee feels will be useful.
- **Project Approval.** In order to ensure that committee projects are not in conflict with each other or Consortium mission, committees need to have approval from the Steering Committee before executing on any substantial project. In some cases, input and approval from the membership may be required.
- **Resource Requests.** Committees that identify a need for resources (e.g. funding or volunteers) can make their request first through the Steering Committee.

Community Norms

Part of the role of the Committee chair is to set the tone for our shared collaboration. The following norms are intended to help set expectations for conversations taking place in Consortium spaces (like our Annual Conference, and at Committee meetings):

- Come ready to engage.
- Ask questions for clarification; avoid making assumptions.
- Come from a place of understanding.
- Clarify when you are advocating for versus offering an idea.
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track.

Within each Committee, our aim is to work together on a consensus basis, and come to shared agreements about how to carry out our mission.