



## **Provisional Charter**

### Administrative Committee

*This charter is provisional until approved and adopted by a majority vote of the Central Committee.*

#### I. Purpose

The LPNM Administrative Committee is a standing committee that is appointed and charged with responsibilities associated with the development of administrative policies, processes and procedures, as well as the recruitment, retention, benefits and satisfaction of staff members and administrative volunteers or interns.

The Committee shall perform needs assessments, plan, develop, guide implementation, and evaluate employee and administrative volunteer and intern programs, to include (but is not limited to) benefits, services and/or programs consistent with the LPNM mission, strategic plan, and/or direction provided the LPNM Steering Committee, Central Committee or Executive Committee.

#### II. Membership

The Committee shall consist of one (1) member from the Executive Committee, one (1) Cabinet Officer appointed by the LPNM chair with the advice and consent of the Central Committee, and at least two (2) volunteers. The volunteer members of the Committee shall be appointed by the Administrative Committee's Cabinet Officer. Should more than two (2) individuals volunteer to serve on the Committee, members shall be elected by a majority vote of the Central Committee at their next usual meeting. Each member shall serve a two year term. At the expiration of the Cabinet Officer's term, a new Cabinet Officer shall be appointed by the LPNM chair, with the advice and consent of the Central Committee. Should a member of the Committee resign or end their position on the Committee prior to the completion of the term, the vacancy will be appointed by the Cabinet Officer (or by the LPNM chair, should the Cabinet Officer vacate) with the advice and consent of the Central Committee.

### III. Decision Rights

The Committee is designed to serve in a guidance role regarding the administrative matters of the organization. The Committee shall have the authority to develop proposed policies and procedures related to the administration of the organization and to present such policies or procedures to the Central Committee for adoption by a two-thirds (2/3) vote.

### IV. Meetings

1. Meetings shall be held at least monthly, and more frequently if required due to the urgency of any issues at hand. Meetings may be conducted in person or via conference call or web meeting. The meeting schedule shall be determined by the Committee and published to the Central Committee.
2. Meetings shall be conducted using Robert's Rules of Order.
3. The Committee shall maintain minutes of the meeting and report regularly to the Central Committee.

### V. Time Commitment

1. The members of the Committee should plan on a minimum of one one-hour conference call per month.
2. The members of the Committee should also plan on spending an additional 1-2 hours monthly on follow up tasks associated with the Committee.

### VI. 2017 Priorities

1. Refine this Committee's provisional charter as necessary or desirable to accomplish the stated objectives and present to the Central Committee for debate and adoption by two-thirds (2/3) vote
2. Evaluate staffing needs, to include volunteer staff and/or interns
3. Inventory organization's capital equipment, supplies and other tangible items
4. Develop an administrative policies and procedures manual to govern day-to-day administration of the organization
5. Develop an Administrative Committee budget, to include costs like office supplies