



**SOUTH MOUNTAIN
PARTNERSHIP**
**SOUTH MOUNTAIN PARTNERSHIP
COMMITTEE DESCRIPTIONS & POLICIES**

LEADERSHIP COMMITTEE

Position Summary

The Leadership Committee's primary responsibility is to guide and oversee development and implementation of the South Mountain Partnership's strategic plan. Additionally, committee members participate in and guide the work of subcommittees.

Roles and Responsibilities

The Leadership Committee works to build solutions that address conservation challenges in the South Mountain landscape by coordinating work with the South Mountain Partnership (SMP) staff, the Pennsylvania Department of Conservation and Natural Resources (PA DCNR), the Appalachian Trail Conservancy (ATC) and its partners. Responsibilities assigned to the Leadership Committee include but are not limited to:

- Strategic Direction – guides and oversees the SMP's overall strategic plan and annual work plan; performs annual review of its own work and performance.
- Policy – adopts or provides recommendations for policies, which provide direction and support for the staff and the organization.
- Public Relations – communicates and advocates with officials, stakeholders and partners on the importance and value of the Partnership.
- Funding – seeks to secure and diversify funding for the SMP.
- Programming – provides guidance concerning the design, planning and execution of SMP's programs and activities.
- Mini-Grant Program – recruits applicants for and promotes the SMP's Mini-Grant Program.

Knowledge, Skills and Abilities

Leadership

Supports, encourages and takes action to assist the SMP and prioritizes the work to move projects forward. Inspires and motivates others.

Organizational Knowledge

Knowledgeable of South Mountain Partnership strategic plan guiding principles, programs and events.

Relationships

Maintains and builds positive working relationships with SMP staff, the PA DNCR, ATC staff, other Leadership Committee members and partners.

Communication

Possess excellent communication skills, including the ability to handle conflict and maintain confidentiality, while remaining focused on building solutions to conservation challenges. Responsive to inquiries from staff and partners.



Membership

- The Leadership Committee shall consist of 12-15 members.
- Committee representation shall be flexible and consider the South Mountain Partnership's short and long term needs including but not limited to the following areas:
 - ▣ 4 Focus areas - Natural, Cultural, Agricultural & Recreational Resources
 - ▣ County/geographical representation
 - ▣ Work plan needs
 - ▣ Identified skills from board matrix such as fundraising, strategic planning, etc.
- The SMP Director (ATC external lead) and DCNR internal lead shall be standing members of the Leadership Committee.
- Members may designate an alternate/proxy to attend meetings/events when necessary. Together, the member and alternative shall meet the minimum requirements of the job description to remain a member in good standing.

Time Commitment and Attendance

- Leadership Committee members should expect to spend five-to-ten hours each month on SMP activities.
- Leadership Committee meetings are held every other month and may be in-person or online.
- Members are expected to attend at least 4 of 6 meetings.
- Members are expected to serve on a subcommittee.
- Members are expected to attend two of three annual meetings – Spring Meeting, Fall Meeting and Power of the Partnership.

Term Limits

- A Leadership Committee member may serve up to two consecutive, three-year terms. Members may be reappointed after 1 one-year hiatus.
- Terms shall align with the calendar year, starting in January.
- Term limits may be waived with the approval of the Leadership Committee and in order to maintain core partners (Ex. County Planning Agency, Michaux State Forest, etc.).
- Terms shall be staggered in order to maintain continuity. In the startup phase, members shall self-select a term limit and/or opt in/out of membership.

Administration

The SMP Director shall be responsible for organizing meetings of the Leadership Committee including but not limited to meeting scheduling, agendas and meetings minutes. An agenda and meeting materials shall be provided to committee members at least one week in advance of committee meetings.

Executive Committee

The Executive Committee of the SMP shall consist of each of the committee chairs. The Executive Committee shall meet on an as needed basis to address urgent or important issues that occur outside of the typical Leadership Committee meeting schedule. Meetings may be called at the request of SMP staff, PA DCNR or an Executive Committee member.



SUB-COMMITTEES

Position Summary

Subcommittees are established by the South Mountain Partnership Leadership Committee and work specifically on moving forward SMP initiatives, programs and events. Four standing committees have been established and are detailed below. Additional ad hoc committees may be established as needed.

Communication Subcommittee Roles and Responsibilities:

- Identify committee contributions to fulfill short and long-term goals of SMP strategic plan.
- Engage with SMP staff to develop a cohesive organizational communications plan and marketing strategy.
- Develop SMP brand.
- Interact with other subcommittees to provide support for external communications.
- Maintain and build collaborative communication efforts with external partners who share SMP vision and values.
- Build media and social contacts and relationships to extend awareness of SMP vision and values.

Organizational Development Subcommittee Roles and Responsibilities:

- Evaluate and monitor internal operations, work flow and membership activities.
- Develop and oversee internal organizational policies.
- Monitor organizational structure and make recommendations for modifications.
- Introduce Board development and training opportunities, including gap analysis of skill sets.
- Recommend Memorandums of Understanding and oversee agreements enacted with other parties.

Program Subcommittee Roles and Responsibilities:

- Plan and coordinate the three annual meetings of the SMP – Spring Meeting, Fall Meeting and Power of the Partnership.
- Plan and coordinate the South Mountain Speakers Series.
- Oversee implementation of the Mini-Grant Program.
- Plan and implement other special projects and initiatives consistent with the SMP strategic plan and focus areas.

Fundraising Subcommittee Roles and Responsibilities:

- Develop and implement a membership program with the Friends of the South Mountain Partnership.
- Develop and implement a corporate sponsorship program.
- Organize and execute special fundraising events and activities.
- Develop a data management system for tracking donors and contacts.
- Prepare an annual report of the Friends of South Mountain Partnership to demonstrate financial accountability.



Ad Hoc Committees

- *South Mountain Research Corps & Science Summit* – Implements a collaborative research program that supports academic institutions and the existing and emerging natural and cultural resource conservation efforts throughout the South Mountain landscape.
- *Mini-Grant Review Committee* – Reviews South Mountain Partnership mini-grant applications and makes recommendations on grant awards based on SMP program guidelines and focus areas.

Time Commitment and Attendance

- Subcommittee meetings are held every other month and may be in-person or online.
- Members are expected to attend at least 4 of 6 meetings.
- Members should expect to spend two-to-four hours each month on South Mountain Partnership activities.

Knowledge, Skills, and Abilities

Organizational Knowledge

Knowledgeable of South Mountain Partnership strategic plan guiding principles, programs, and events.

Relationships

Maintains and builds positive working relationships with SMP staff, PA DCNR, ATC staff, other Leadership Committee members and partners.

Communication

Possess excellent communication skills, including the ability to handle conflict and maintain confidentiality while remaining focused on building solutions to conservation challenges. Responsive to inquiries from staff and partners

Term Limits

Subcommittee participation shall have no term limitations.

Subcommittee Chair Responsibilities

Members of the subcommittee shall appoint a member to serve as the chair. A subcommittee chair shall be responsible for moving forward the mission of the subcommittee & South Mountain Partnership by:

- Conducting effective and efficient democratic meetings.
- Leading the group through decision making processes.
- Delegating responsibilities to members.
- Producing and distributing agenda ahead of the meeting.
- Ensuring meetings begin and end on time.
- Preparing minutes for each meeting and reporting subcommittee activity back to the Leadership Committee.



- Ensuring that the work of the subcommittee is done promptly and in alignment with the SMP Strategic Plan.
- Representing subcommittee and South Mountain Partnership at SMP activities and events.
- Helping to find a replacement for chair of the subcommittee.

GENERAL COMMITTEE POLICY

Committee Recruitment and Appointments

- The responsibility of member recruitment shall be that of the Organizational Development committee with oversight by the Leadership Committee and input from subcommittees.
- Individuals who wish to be considered for appointment to a committee may be asked to submit a letter of interest and/or resume.
- The recruitment process for SMP committees may include an interview or meeting with committee representatives.
- Leadership Committee members shall be appointed by a vote of the Leadership Committee.
- Subcommittee members shall be selected at the discretion of the subcommittee chairperson and members.

Training

- SMP staff, with the assistance of the Organizational Development committee, shall conduct new member training.
- New committee members shall be assigned a mentor to assist new committee members.

Committee Engagement

- The Organizational Development committee shall support and encourage committee member engagement.
- SMP staff shall track participation in membership meetings and SMP activities.