



## **FIRST Tech Challenge Team Advisory Committee Charter -**

### **Purpose**

A Team Advisory Committee shall provide insight and suggestions to FIRST Chesapeake (CHS) on the needs, interests, and concerns of the FIRST Tech Challenge teams and volunteers in the District of Columbia, Maryland and Virginia. The Committee shall provide solicited input on topics, act as advocates for FTC teams and mentors, and provide opinions on how CHS decisions affect CHS FTC teams. Members may also drive projects to benefit the FIRST Chesapeake community.

### **Membership**

The committee membership shall be selected as follows:

- The Committee shall be comprised of no less than 6 and no more than 15 team coaches/mentors.
- Applications for membership will be accepted from any coach/mentor active on a current CHS FTC team.
- One seat will be offered to the CHS Inspire Award Winner. (1 year term)
- Selection of the remaining seats will be representative of the CHS FTC teams. Factors considered include geographic location and team characteristics (public, private, community-based, rural, urban, available resources, veteran, rookie, etc).
- CHS staff and existing committee members will select committee members based on received applications.
  - Applications shall be accepted until September 15th.
  - Membership invitations will be sent by September 20th.
  - Memberships shall be active for one year with the option to continue for up to two additional years. (exception – Inspire Award team representation.)
  - An individual cannot hold a membership for more than three consecutive years.
  - There are no limits on the number of applications a team may submit, however, each team will be permitted a maximum of one member on the committee at a time.

## **Facilitator**

A neutral facilitator shall be identified to prepare for and run the meetings. The facilitator shall present the topics and facilitate discussions among members and FIRST CHS staff. The facilitator shall also prepare meeting minutes and assign action items for each meeting. The facilitator must be available to meet remotely with the FRC Team Advisory Committee facilitator at regularly scheduled times to prioritize recommendations for the FIRST Chesapeake staff.

## **Authority**

The committee and its members are to fill an advisory role only. The committee does not have the authority to force change. The committee shall only provide input and recommend changes to the CHS Staff. Input may be provided to the CHS Board at the board's request. The committee may also work on projects of benefit to the FIRST Chesapeake community.

## **Activities, Duties, and Responsibilities**

Committee members responsibilities are as follows:

- Represent the interest of CHS teams and volunteers to the best of their abilities.
- Provide an email address to be provided to CHS teams and monitor that email address on a regular basis.
- Keep information presented at meetings confidential unless CHS staff indicates otherwise.
- Attend and participate in all meetings. Missing three meetings in a row will result in consideration for removal by the committee.
- Maintain Gracious Professionalism® during discussions.
- Refrain from portraying CHS decisions or staff *negatively* in personal conversations, communications, and social media. While members have every right to disagree with decisions made, it is expected that disagreements can be communicated in a constructive manner.

Failure to comply with the above will result in consideration for removal from the committee.

## **Meetings**

Meetings shall be held monthly from October through June. The meetings shall be mostly video conference calls with the exception of the April meeting to be held in person, in combination with the FRC TAC, at the CHS District. Meetings shall require a quorum of at least 66% of members.

Each meeting will have pre-determined topics. Details for each will be sent to members at least a week prior to each meeting. Members may request topics for the next meeting at the end of each meeting.

Meetings shall be attended by CHS staff members when requested by the committee members. Attendance for parts of a meeting is also an option if needed. The committee shall request attendance by staff at least a week in advance.