



# **FRC Team Advisory Council Charter - Revision II**

# Purpose

A Team Advisory Committee shall provide insight and suggestions to FIRST Chesapeake (FC) on the needs, interests, and concerns of the FIRST Robotics Competition (FRC) teams in the district. The Committee shall provide solicited input on topics, act as advocates for FRC teams and mentors, and provide opinions on how FIRST Chesapeake decisions affect FIRST Chesapeake FRC teams. Members may also drive projects to benefit the FIRST Chesapeake community.

# Membership

The committee membership shall be selected as follows:

- The Committee shall comprise no less than 6 and no more than 15 team coaches/mentors.
- Membership applications will be accepted from any coach/mentor active on a current FIRST Chesapeake FRC team.
- One seat will be offered to each FIRST Chesapeake District Championship Impact Award team (1-year term).
- One seat will be offered to a recent (last 5-years) Alumni of the FIRST program
- The selection of the remaining seats will be representative of the FIRST Chesapeake FRC teams. Factors considered include geographic location and team characteristics (public, private, community-based, rural, urban, size, available resources, veteran, rookie, etc).
- FIRST Chesapeake 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 - Impact 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.
  - A former committee member may reapply after one year of being off the committee.

# Elections & Roles

## Elections

Elections for certain committee positions shall take place in person at the FIRST Robotics Competition Championship event in April. These elections will occur during the first meeting with new committee members following their selection in March.

These positions are subject to election at this time.

### **Facilitator**

A facilitator shall be identified to prepare and run the meetings. The facilitator shall present the topics and facilitate discussions among members and FIRST FIRST Chesapeake staff. The facilitator shall also prepare meeting minutes and assign action items for each meeting.

### **Secretary**

This role can be responsible for recording meeting minutes, tracking action items, and sharing these with committee members after each meeting. Clear documentation of discussions and assigned tasks can help ensure accountability.

## Authority

The committee and its members serve solely in an advisory capacity. The committee does not possess the power to mandate change. Its primary function is to offer recommendations, counsel, and insights to the FIRST Chesapeake Staff. If requested, the committee may provide input to the FIRST Chesapeake Board. Additionally, the committee has the opportunity to contribute to projects that benefit the FIRST Chesapeake community.

## Activities, Duties, and Responsibilities

The committee member's responsibilities are as follows:

- Represent the interest of FIRST Chesapeake teams to the best of their abilities.
- Provide an email address to be provided to FIRST Chesapeake teams and monitor that email address regularly.
- Respond promptly on the Committee Slack channel.
- Keep information presented at meetings confidential unless FIRST Chesapeake staff indicates otherwise.
- Attend and participate in all meetings. Missing three meetings in a row will result in consideration for removal by the committee.

# Meetings

Meetings shall be held monthly. The meetings shall be mostly video conference calls except for the April meeting to be held in person at the FIRST Chesapeake District Championship and a potential pre-season meeting in September. 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 before each meeting. Members may request topics for the next meeting at the end of each meeting.

Meetings shall be attended by FIRST Chesapeake staff members as requested by the committee members. Attendance for parts of a meeting is also an option if needed. Staff will plan to attend the entire meeting unless notified otherwise.

## Committees and Committee Chairs

To enhance the efficiency and effectiveness of the Team Advisory Committee, subcommittees may be established as needed. Subcommittees will focus on specific areas or projects related to the needs and interests of FRC teams in the FIRST Chesapeake district. The formation and dissolution of subcommittees will be at the discretion of the Team Advisory Committee and can be initiated by committee members or staff

The following guidelines apply to subcommittees and the appointment of subcommittee chairs:

Formation of Subcommittees:

- Subcommittee formation should serve a defined purpose or project that aligns with the committee's objectives.
- Any committee member may propose the creation of a subcommittee, which will be subject to approval by a majority vote of the committee members.

Subcommittee Chairs:

- Each subcommittee shall have a designated chair. Subcommittee chairs may be nominated and appointed from within the committee members.
- Subcommittee chairs should demonstrate a strong commitment to the specific subcommittee's goals and are responsible for coordinating and leading the subcommittee's efforts.
- Subcommittee chairs are expected to report on their subcommittee's progress during regular Team Advisory Committee meetings.

Appointment of Subcommittee Chairs:

- The appointment of subcommittee chairs will be decided through a nomination and voting process within the Team Advisory Committee.

- Any committee member may nominate themselves or another committee member as a subcommittee chair.
- The nomination process will be followed by a majority vote of the committee members to confirm the appointment of the subcommittee chair.

#### Term Limits:

- Subcommittee chairs will serve for a one-year term, renewable based on a majority vote of the committee members at the end of their term.

#### Roles and Responsibilities:

- Subcommittee chairs are responsible for organizing subcommittee meetings, setting agendas, and overseeing the execution of the subcommittee's initiatives.
- Chairs should maintain communication with the full committee to ensure alignment and collaboration between the subcommittees and the broader committee.

#### Dissolution of Subcommittees:

- Subcommittees may be dissolved when their objectives have been met, or if they are no longer necessary by the Team Advisory Committee.
- The establishment of subcommittees and the appointment of subcommittee chairs are intended to foster a more focused and productive approach to addressing the needs and concerns of FRC teams in the FIRST Chesapeake district. Subcommittees will allow committee members to engage in specific areas of interest and expertise, contributing to the overall success of the committee's mission.