

## COMMITTEE RESTRUCTURE

Approved 12/17/14

Revised 5/19/15

Approved 5/27/15

Committee chair/co-chairs are responsible for keeping committee members up to date on TCS news, designing a yearly work plan and delegating tasks to committee members to stay on track. Summary of changes in TCS Committees:

1. Program Initiatives Committee – Focus on developing educational member programs
  - a. Communications Subcommittee – Works across committees to spread the word about TCS programs and to ensure brand management
  - b. Programming Subcommittee – Work with other committees to support and find new activities for members
  - c. Partnership Subcommittee – Investigate potential partnerships around programs
2. Career Development Committee – Coordinate with Chapters and current members for professional growth
  - a. New and Mid-Career Advancement Subcommittee – Determine activities to support transitioning from various career stages
  - b. University/Chapter Relations Subcommittee – Maintain relationships with universities and their TCS chapters
3. Development Committee – Plan Annual Giving Campaign and support other committees with fund raising efforts
4. DISBANDED: Membership Committee – The Board believed this work could be given to the Executive Director

### **1. Program Initiatives Committee**

Committee will encourage collaboration across all sub-committees and coordinate a focus on developing educational programs from which TCS can gain members and revenue.

#### Communications Subcommittee (old committee: Communications)

Responsible for:

- Development of annual communications plan and TCS outreach materials , including electronic and print communication
- Publications - newsletter, CMJ special issue, recruiting blog authors
- Marketing support to other committees: needs and opportunities research, messaging, promotion, cross-marketing
- Research on and recommendation of new communications techniques, services, and vendors  
(e.g., electronic newsletter, draft of logo, creation of exhibit materials and banner)

### Programing Subcommittee (old committee: Education)

Responsible for: Proposing activities or assisting other committees by developing programs for their use. Activities may include educational or career development events which may or may not generate funds. Programing supplies the content that Communications shares and the Board funds (or Development suggests a grant opportunity for).

- Advancing the profession through debate and discussion on key coastal issues
- Educational events for coastal professionals
- Special activities at Biennial TCS Conference (separate committee to run the conference)
- Outreach beyond coastal professionals (such as white papers, Hill briefings, local stakeholder briefings to give background on coastal issues)
- Career development activities for chapters, students, new professionals, and mid-career professionals

### Partnerships Subcommittee (old committee: Special Projects)

Responsible for: Investigating potential partnerships or other one-time events.

- Develop memoranda or agreement with other organizations or corporations to reach mutual goals and individual missions, such as workshops, meetings, conferences, webinars, and shared membership
- Develop ideas for creation of revenue

## **2. Career Development Committee**

### New and Mid-Career Advancement Subcommittee (old committee: Education)

Responsible for:

- Work with Program Initiatives Committee to determine programs that support career development, especially: the transition from student to new professional, and preparation for advancement at the mid-career stage
- Plan career development benefits for each category of membership

### University/Chapter Relations Subcommittee (old committee: Chapters)

Responsible for:

- Establishment and maintenance of relationships with universities to design and implement career development activities
- Establishment of new chapters (student, university, regional)
- Creation of student leadership opportunities (chapter officers, chapter project leads, involvement in TCS committees and activities, and ex-officio student Board representative)
- Annual Affiliation Review
- U/C Relations Subcommittee chair(s) need to serve on the New and Mid-C A Subcommittee

### **3. Development Committee** (old committee: Development)

Responsible for: helping others prepare to fund raise and plan campaigns

- Annual Giving Campaign (plans campaign theme and messaging)
- Research potential funding sources
- Work with Board to build funder relationships (tracks contacts made, suggests approaches)
- Work with committees to identify and facilitate funding opportunities and prepare proposals for programs or projects (Dev Cmte may know of a funding opportunity IF TCS can develop a program/project to qualify for funding; Dev Cmte advises committee and drafts grant proposal)
- Work with committees to identify and facilitate revenue generating opportunities (for Board to approve a committee activity, committee must have a proposed source of funding to cover expenses; Dev Cmte advises committee)

### **4. Executive Committee** (old committees: Nominations, Finance, Executive)

Members include TCS Officers and Executive Director.

Responsible for:

- Budget draft and monitoring
- Financial best practices
- Contract proposal review and recommendation
- Candidate recruitment for election or appointment
- Governance best practices

Dropped: Membership Committee

TCS Executive Director will plan recruitment and retentions opportunities with committees and Board.

Operational Expectations of the TCS Board:

- Board will give committees a detailed explanation of the program initiative, a flow chart with the steps to execute it so the committees know what their responsibilities will be.
- A Board member will convene a conference call of the committees involved so that everyone is clear about who will do what (program content, revenue generation, promotion) according to a timeline.
- Committees will use their expertise to propose changes to the given initiatives, and to propose new future initiatives.