

Committees:

The purpose of a WSBC committee is to advance specific initiatives that align with the organization's mission to promote sustainable business practices. Committees are formed to focus on strategic priorities, leveraging the diverse expertise and perspectives of members. These committees work collaboratively to generate ideas, develop recommendations, and execute plans that contribute to WSBC's overall goals. Each committee serves as a driving force behind key projects and activities, ensuring that the organization's objectives are met through focused, collective effort.

WSBC Committee Roles and Expectations

Committee Chair Roles and Expectations

- **Report to the WSBC Board:** Communicate committee decisions, policy recommendations, and other key updates to the full WSBC board.
- **Engage Committee Members:** Review the skill set of each committee member and conduct one-on-one meetings to ensure their time and expertise are utilized effectively. Keep a matrix of skill sets for committee members.
- **Set the Tone:** Provide leadership for the committee's work, ensuring members have the necessary information and that logistics are well managed. Serve as the committee's liaison to the board, frequently consulting with and reporting to the Board Chair and WSBC staff.
- **Assign and Monitor Work:** Delegate tasks to committee members, set clear expectations, develop meeting agendas, and lead meetings. Follow up to ensure tasks are completed and distribute minutes and reports.
- **Achieve Objectives:** Ensure the committee is meeting its objectives and fulfilling tasks outlined in the WSBC Strategic Plan. If needed, collaborate with the Board Development Committee to recruit new members.
- **Coordinate with Other Committees:** Work closely with other committee chairs to ensure coordination across WSBC committees.
- **Support Succession Planning:** Provide input on succession planning and actively seek a replacement when necessary.
- **Connect with Members:** Regularly check in with committee members to understand:
 - Their passions and what they enjoy doing.
 - What contributions they can commit to the committee?
 - Their expectations from the Committee Chair.
 - Whether the committee is achieving its goals.

Staff or Board Member Oversight Roles and Expectations

- **Collaborate with the Committee:** Brainstorm ideas and explore options with the committee.
- **Decision-Making:** Make and approve decisions on behalf of WSBC as needed.
- **Stay Aligned:** Meet with the Committee Chair between scheduled meetings to ensure alignment with the agenda and plans.
- **Issue Resolution:** Work with the committee and other WSBC staff to resolve issues or escalate them to the Chair if necessary.
- **Open Communication:** Communicate any concerns about timelines, task completion, or quality issues openly with the committee.
- **Project Management:** Collaborate with the Executive Director to ensure staff responsibilities for committee projects are clear, with defined scopes and deadlines. Make sure these tasks do not interfere with the staff's daily responsibilities.

Committee Member Roles and Expectations

- **Active Participation:** Commit to participating actively in the committee's work, including attending meetings and engaging in discussions.
- **Follow Through on Assignments:** Volunteer for assignments and complete them thoroughly and on time.
- **Stay Informed:** Keep up to date on committee matters, prepare for meetings, and review and provide feedback on minutes and reports.
- **Cross-Committee Communication:** Committee members may include chairs from other committees who report on cross-committee matters but are not responsible for assignments.