

**Lee's Summit R-7 School District Citizens' Advisory Committee**  
**Steering Committee CHARTER**  
*Approved Aug. 19, 2009, by Citizens' Advisory Committee*

**Type of Team:** Quality Focus Team (QFT)

**Chartered by:** Board of Education and Superintendent in 2009.

**Mission:** The CAC Steering Committee mission is to maximize the effectiveness of the Citizens' Advisory Committee.

**Outcomes:**

- Maintain and develop an active roster of diverse community members, including contacting members annually to determine continuing participation and recruitment of new members.
- Plan and develop agendas for the Citizens' Advisory Committee.
- Coordinate communications for the CAC.
- Serve as resource for the CAC membership.

**Boundaries:** Steering Committee is designed to provide leadership, develop agendas and serve as a resource for the CAC and as a sounding board for the Superintendent. All recommendations to the Board of Education are the responsibility of the general CAC. Both the CAC Steering Committee and CAC take direction from the Board of Education.

**Resources:** CAC Steering Committee budget is through Communications Department.

**Membership:** Representative sample of CAC will serve as Steering Committee for group and shall include CAC Chair and Assistant Chair or Co-Chairs, Board of Education member, Superintendent, Deputy Superintendent for Operations, Communications Executive Director and other members to be appointed by Chair, Co-Chairs and Assistant Chair. Steering Committee shall be limited to 12 members. Members will reflect our diverse community.

**Meeting framework:** The CAC Steering Committee will meet at least quarterly.

**Decision-making**

**Process:** Decisions will be made by consensus of CAC Steering Committee members. If vote is required, it will be decided by a simple majority of members attending.

**Channels of**

**Communication:** Minutes from all Steering Committee meetings will be provided to all CAC general members.

**Agenda**

**development:** Agendas will be developed collaboratively with input from the CAC Steering Committee.

**Facilitation of**

**Meetings:** Meetings will be facilitated by the Chair, Co-Chair(s) or Assistant Chair.

**Maintaining records:** Minutes will be taken by the Communications Executive Director, distributed to all CAC members electronically and kept at the Stansberry Leadership Center.

**Review of charter:** Charter will be reviewed at the discretion of the membership. Changes to the charter will be made by consensus.

**Evaluation:** Group membership will determine evaluation methods for the group.

**Norms:** See norms for Citizens' Advisory Committee.