

# Vermont 250<sup>th</sup> Commission

Approved 12.13.2022/Amended 1.26.2023

## **250<sup>th</sup> Commission Committee Structure and Governance**

### **Commission Leadership**

- Includes Chair and Vice Chair of the Commission
- Reserves the right to modify committee governance over time
- Oversees Coordinator position (prepare meeting notes, suggests agenda to chair, schedules meeting)
- Commission meetings are meetings of a “public body” and must be publicly noticed and have meeting minutes posted

### **Committees:**

- **Must follow public meeting law**
  - The Committees are considered “public bodies” per [SOV Guidance](#) and [Vermont’s Open meeting law](#)
- Committee meetings are meetings of a “public body” and must be publicly noticed and have meeting minutes posted

### **Leadership Committee**

- Includes VT250 Chair, Vice-chair, Coordinator, and all Committee Chairs
- Will be established and meet monthly to discuss committee coordination

### **Committee Chairs**

- Committee chair must be 250<sup>th</sup> Commission member
  - **Responsible for ensuring adherence to strategic plan strategies and alignment with other committees and full Commission activities**
  - Work with vice-chair and Coordinator to prepare background materials for meetings, schedule meetings, prepare minutes and reports
  - Present reports to full 250<sup>th</sup> Commission about committee activities since last Commission meeting using standardized template
  - Record and share feedback from the Commission with the rest of the committee following full Commission meeting
- Committees may have a vice-chair that is non-250<sup>th</sup> Commission member
  - Collaborate with committee chair and may substitute for the chair when they are unavailable
- Committees will each have a Coordinator to support committee activities
  - Responsible for notetaking and managing other meeting logistics
  - Likely to be the paid staff member who reports to Commission Leadership

- If the committee chair or vice-chair is unable to continue their duties as chair, the Coordinator will notify Commission leadership to begin recruitment process for new chair or vice-chair. New members and chairs must be reviewed and appointed by full commission.

### **Committee Members**

- 250<sup>th</sup> Commissioners should not serve on more than two committees.
- Membership on the committees is open to any individuals interested in the founding of our state and nation. Committee members are not restricted to only Vermonters (i.e., members from other states are welcome). Members interested in joining should send resumes and letter of interest to Commission chair. Committee appointments will be approved by majority vote of the 250<sup>th</sup> Commission at a regular meeting.
- Committees shall meet as needed with meetings scheduled by the Chair. Committee members must attend 50% of the committee meetings or the Coordinator may suggest their removal.
- Each committee should reach out to 3+ organizations from underrepresented communities to solicit more diverse participation.

### **Committee Types**

- Standing committee: Operating committee used on a continual basis. Bulk of commission's work should be done through the standing committees.
- Ad hoc committee: Formed for limited period to address a specific need. Ad hoc committees have the same standards and expectations as standard committees.

### **Committees**

- **Admin & Finance Committee**
  - Supports Strategies #1 & #3
  - Responsible for commission project management, committee oversight and management, and seeking external funding opportunities.
- **Research/Historical Committee**
  - Support Strategy #2
  - Responsible for defining the expanded historical narrative to include a greater diversity of perspectives, defining how the history relates to pressing public issues, learning from past commissions, identifying connections to local level, and developing the framework for school and ACHO participation
  - Outputs from this committee feed the School Outreach and ACHO Committees below
  - Work will likely be front-loaded early in the Commissions work and resources could be reallocated elsewhere overtime.
- **Marketing & Public Outreach Committee**
  - Supports Strategy #4
  - Responsible for developing communications plan for entire commission, ensuring collaboration between School Outreach and ACHO Outreach committees, and developing logo and branding
  - Provide products to School/Teacher Outreach Committee and ACHO Committee
  - Coordinator ensures collaboration and synchronicity between all three outreach committees

- **School/Teacher Outreach Committee**
  - Supports Strategies #3 & #4
  - Responsible for converting resources from Research/Historical Committee into materials usable for teachers, implementing school/teacher components of communications plan, conducting outreach to teachers, schools, librarians
- **Arts and Cultural Heritage Organizations (ACHO) Outreach Committee**
  - Supports Strategies #3 & #4
  - Responsible for convert resources from Research/Historical committee into materials usable for ACHOs, implementing ACHO components of communications plan, conducting outreach to arts and cultural heritage organizations, distributing financial resources, and providing event support and marketing