

**Branch Leadership Committee Charter**

**Purpose**

To provide leadership and direction to help coordinate activities and courses run/managed by branches. The Committee will abide by the bylaws, policies, and support the overall purpose and fulfillment of the mission of The Mountaineers.

**Authority**

The Committee derives its authority from and reports to The Mountaineers board of directors.

**Membership**

Membership of the Branch Leadership Committee consists of

- Vice President of Branches of The Mountaineers
- Another member of the board of directors
- Chair or Vice Chair/Chair Elect of each Mountaineers Branch
- Ex-officio members from staff: Chief Operating Officer and Leadership Development Manager

**Chair**

The committee is chaired by the Vice President of Branches. The Vice President of Branches shall be approved by the board of directors. The term of office for the Vice President of Branches is established by the Board of Directors.

**Meetings**

The Committee shall hold regular meetings and additional meetings as necessary. A quorum of the Committee consists of a majority of its members. Attendance at a meeting may either be in person or by voice via electronic media. Decisions will be made by majority vote of those present, with each member having one vote representing their branch. Each branch has one vote, no matter how many representative of the branch attend. The chair will cast a vote only in the event of a tie.

Members unable to attend a meeting may send their branch's vice-chair/chair-elect; a branch's vice-chair/chair-elect can vote in place of the branch chair. No other proxies will be granted.

When required, or in case of questions of points of order, the current edition of Roberts Rules of Order, Newly Revised, shall provide regulations and policies subject to The Mountaineers Bylaws, this Committee Charter and all Board Policies.

Committee meeting minutes shall be taken and posted promptly and publicly on the website.

## **Organizational Responsibilities**

### Board and Executive Committee:

- Assist and inform the Board of Directors with policy, programmatic, financial, and other matters that impact volunteer operations.
- Inform the board of issues through periodic updates.
- Report to the board as needed or requested.
- Develop task forces or ad hoc committees as needed on special issues and projects.
- Participate in the development, implementation, and update of the strategic plan.
- Recognize and communicate emerging issues.
- Provide an annual list of committee goals to be approved by the board.

### Branch Oversight/Guidance:

- Provide leadership and direction to help coordinate activities and courses run/managed by branches.
- Ensure that branches are aware of The Mountaineers bylaws, policies, and procedures.
- Act as one of the points of contact between the branches, board, staff, and publishing.
- Ensure that organization-wide activity standards are developed and maintained, for applicable activities, and audited on a defined schedule.
- Develop branch consensus positions on policy, programmatic, financial, and other matters that impact volunteer operations, and provide them to the board and Executive Committee.
- Hear and resolve complaints/issues related to events, classes, courses, etc. that cannot be resolved at the branch level.
- Encourage the exchange of ideas and methods through such means as regular summit meetings of the program committees.

### Branch Administration:

Ensure that:

- An organizational chart is maintained for each branch
- Branch elections comply with The Mountaineers Bylaws, and election at each branch are transparent
- Each branch has in place an administration manual that details how the branch operates
- The annual budget process is properly executed by the branches

The Board of Directors or Executive Committee may assign additional tasks to the Branch Leadership Committee.