

BRIDGES LEADERSHIP COUNCIL OPERATING POLICY

ORGANIZATIONAL STRUCTURE

LEADERSHIP COUNCIL STRUCTURE: PURPOSE, MEMBERSHIP, OFFICERS, MEETINGS

PURPOSE

The role of the Bridges Leadership Council will be to provide strategic direction and operation oversight to the Bridges Workplace Connection and Bridges Academies including:

- Draft an Annual Business Plan
- Develop Guidelines and Operating Policies for the Leadership Council, Bridges committees and task forces, businesses, and participating schools,
- Provide Fiscal Oversight
 - Establish and monitor an annual budget
 - Coordinate Funding Requests (e.g., grant applications, Perkins consortium)
 - Provide financial oversight, tracking of time and money
- Approval of future Bridges partners (such as higher education institutions)
- Approval of Academies offered
- Monitor/Evaluate
 - Curriculum in Academies
 - Workplace Connection experiences
 - Results/deliverables – whether Bridges is meeting the mission
- Advocate and Public Policy – Governor, Legislature, MN Department of Education, MnScu, other funders

MEMBERSHIP

The Bridges Leadership Council will be comprised of members:

Voting Members

Chief Executive Officer, Lakes Area Chamber of Commerce

Chamber Board of Directors Liaison

3 Business Representatives (rotating terms)

1 CLC Sr. Management Representative (e.g., VP or Dean)

3 School Administrators - Participating Bridges Schools

1 Central Minnesota Carl Perkins Consortium Representative

1 Representative from a Participating Agency (e.g., Rural MN CEP, DEED)

Non-Voting Members

1 Bridges Academies (CLC) Staff

1 Bridges Workplace Connection (Chamber) Staff

1 Additional CLC Staff

Chamber and CLC Bridges staff will be employees of their respective agencies and will be supervised and directed by those agencies rather than by the Leadership Council or any of its committees or task forces.

OFFICERS

Bridges Leadership Council members will elect a chairperson and vice chairperson to serve one-year terms. These positions shall alternate each term between business and education.

MEETINGS

- The frequency and date of meetings will be determined by the Leadership Council members but will not be less frequent than quarterly.
- A quorum for the purpose of taking actions at meetings will equal 50 percent of the voting members.
- Robert’s Rules of Order will be used to guide for procedural structure for the Council Meetings.
- Written minutes will be created for each meeting of the Bridges Leadership Council. These minutes will be made available to all Committee and Task Force members to communicate Council activity and objectives.

COMMITTEES AND TASK FORCES

Committees and task forces will be established to assist the Leadership Council in meeting its objectives and executing its annual business plan.

Committee and task force objectives, budgets, and timelines will be determined by the Leadership Council. The chairperson of each committee will provide reports to the Leadership Council and attend Leadership Council meetings as requested.

STANDING OPERATIONS COMMITTEES

1. Executive Committee

Membership:

- Bridges Leadership Council Chairperson
- Bridges Leadership Council Vice Chair
- Executive director, Lakes Area Chamber of Commerce
- CLC VP of Academic and Student Affairs
- Chamber Workplace Connection Staff Person (non-voting)
- CLC Bridges Academies Staff Person (non-voting)

2. Communications Committee

Purpose: This committee will be responsible for creating the “Bridges brand” and insuring consistency of message about all aspects of the Bridges Program – Workplace Connection and Bridges Academies. All Bridges communications and documents will be reviewed by this committee.

Membership: A chairperson will be appointed by the Chair of the Bridges Leadership Council. Members will be selected by the Communications Committee chairperson and shall include members representing both the business and education sectors.

3. Finance Committee

Purpose:

- Create a consolidated budget for and financial needs assessment for the Bridges Workplace Connection and Bridges Academies.
- Oversee all Bridges grants and other funds channeled through the Chamber's 501(c)(3) nonprofit educational entity
- Provide period reports to the Leadership Council (at least semi-annually)

Membership: A senior executive of CLC and the CEO of the Lakes Area Chamber will constitute the Finance Committee, along with such additional members as they may request.

PROGRAM TASK FORCES

The following task forces are established:

1. Career Exploration
2. Job Shadow
3. Internships
4. Quality Standards (curriculum, implementation, staff development, assessment)

Purpose: Task Forces will be created to assist in executing the certain targeted activities identified in the Bridges Business Plan.

Membership: The chair of the Leadership Council will appoint a chairperson for each task force. Additional members of the will be selected by its chair along with support from Bridges staff and will include a cross-section of business and education representation.

AD HOC COMMITTEES AND TASK FORCES

Additional committees and task forces shall be appointed as needed to conduct the work of the Bridges Leadership Council.

Adopted by the Bridges Leadership Council: [insert Leadership Council meeting date at which operating policy was adopted]