

PJALS STEERING COMMITTEE ROLES

What Steering Committee members provide:

I will do my best to learn about PJALS' mission and programs and be able to describe them accurately

I will approve and oversee the implementation of policies and programs to ensure they run effectively.

I will be active in planning the budget. And, I will be active in fundraising to meet that budget. I will choose from a range of fundraising activities.

PJALS' Bylaws say PJALS will indemnify Steering Committee members and others "to the greatest extent permitted by law." Consistent with these bylaws, PJALS' liability insurance covers Steering Committee members. Nonetheless, I understand that if PJALS becomes the subject of a suit, I may be held personally liable.

I understand that the Steering Committee meets monthly, plus an annual retreat. I will do my best to attend each meeting. I understand the time commitment will be approximately 8-10 hours per month. I will check email at least twice a week and respond as needed.

I understand I will always be perceived as an ambassador and representative of PJALS. I will serve as an active liaison between PJALS and my other constituencies, publicizing PJALS' events and programs, and recruiting members.

I will support PJALS with time and money in amounts significant to me. I commit to making a personal donation each year; PJALS will be one of the top three charities I support each year while I am on the Steering Committee.

What Steering Committee members can expect:

PJALS will provide me with relevant materials and background information.

PJALS will provide monthly reports and program updates from the executive director.

PJALS will provide me with timely, accurate and complete financial statements at least quarterly; I expect to be trained to read and interpret those statements. PJALS will provide relevant training and support to help be successful in fundraising.

PJALS will provide Steering Committee members with liability insurance protection.

PJALS' Steering Committee meetings will be well-run and productive with agendas to be distributed in advance of the meetings. I can add items to the agendas at any time. Decisions will ordinarily be made by consensus. If unable to reach consensus, a vote may be taken, and each member of the Steering Committee will possess one vote.

PJALS will assist with needed materials and training to do these jobs effectively.

PJALS will provide options of monthly, quarterly or annual installments to assist me in fulfilling my personal pledge.