



Guidelines for Committee Meetings

1. Committees will have an established membership and membership process (as outlined in the guidelines and procedures).
 - a. Committee membership rosters will be submitted to the Superintendent annually by the Director/Administrator responsible for the committee by June 30th (for the next year).
2. Committees will designate a purpose and/or mission and vision statement.
 - a. Committee purpose and/or mission and vision statement must align with the District mission and vision statements.
 - b. Designated purpose statements and/or mission and vision statements will be submitted to the Superintendent annually by June 30th (for the next year).
 - c. Committee goals must identify and align with the District strategic directions and/or World's Best Workforce district goals.
3. Committees will have established guidelines and procedures for committee meetings. Committees should use the [Guidelines Template](#) to establish their guidelines, procedures, and bylaws.
 - a. Guidelines and procedures will be submitted to the Superintendent annually by June 30th (for the next year).
 - b. Guidelines and procedures must include the following WAPS Core Values for committee members. We are committed to:
 - i. Excellence: Be our best and expect the best of others;
 - ii. Kindness: Concern, compassion, and advocacy for others;
 - iii. Respect: Acceptance of self and others as we work together;
 - iv. Honesty: Say and do the right thing, even if no one is watching;
 - v. Responsibility: Do our part and be accountable for what we say and do.
 - c. Committee meetings will be posted, by the Communications Coordinator, at least 1 week in advance. Committee Chairpersons will notify the Communications Coordinator via email as soon as a meeting is scheduled and/or modified.
4. Committees will use the established [Agenda/Minutes Template](#) for all meetings.
 - a. Committee Agendas will be sent to the Communications Coordinator by the committee chair at least 4 calendar days prior to the scheduled meeting. The finalized Committee Minutes using the Agenda/Minutes Template will be sent to the Communications Coordinator by the committee chair within 4 calendar days after the scheduled meeting.

