## Steering Committee Member Duties

The development of a strong leadership team is essential to the success of this project. This team, referred to as the Steering Committee is the guiding force in overseeing the project. Members assume the following duties and responsibilities:

1. Establish a regular meeting schedule, extend invitations to appropriate meeting participants.
2. Attend/participate in Steering Committee meetings, including conference calls, and associated meetings as agreed upon.
3. Actively participate in the meetings and provide input.
4. Agree to abide by consensus of the group\*.
5. Determine the boundary of the plan.
6. Determine what this plan should be and create a plan that is doable.
7. Determine the criteria for a projects list
8. Determine the self-assessment process to determine success of the plan

*\*Consensus depends on participants having shared values and goals, and on having broad agreement on specific issues and overall direction. Consensus implies that everyone accepts and "can live with" a decision made, and understands the reasons for making it. Consensus does not mean that everyone thinks that the decision made is necessarily the best one possible or even those they are sure it will work. What it does mean is that in coming to that decision, everyone felt that her/his position on the matter was given a proper hearing. A group committed to consensus may decide to utilize other forms of decision making, like majority vote, when appropriate.*

Fort Bend Green will make physical arrangements for the meetings.