

## **Branch Leadership Committee Charter**

### **Purpose**

To provide leadership and direction to The Mountaineers by connecting the interests of the individual branches to each other and to the current organizational priorities. To support the branch activity and course leaders in carrying out the primary activities conducted by The Mountaineers by approving policies that govern Mountaineers activities. To provide peer support amongst branch leaders. The Branch Leadership Committee (BLC) will abide by the bylaws, policies, and support the overall purpose and fulfillment of the mission of The Mountaineers.

The purpose of the Branch Leadership Committee is to:

- Provide leadership, support, and guidance to The Mountaineers branches to foster a vibrant community of outdoor enthusiasts and leaders.
- Amplify branch issues, concerns and successes to the Mountaineers Board for recognition and resolution.
- Convene branch leaders to discuss common issues and identify, foster and implement best practices to support Mountaineer activities, courses, and its members.

### **Authority**

The Branch Leadership Committee is an Advisory Committee of the Board and derives its authority from and reports to The Mountaineers Board of Directors.

### **Membership**

#### **Voting Members**

- Vice President of Branches of The Mountaineers
- Chair, Vice Chair/Chair-Elect, and Immediate Past Chair of each Mountaineers Branch
- Chair of Global Adventures Committee

In the context of BLC, the Global Adventures Committee is considered equivalent to the Mountaineers Branches. Any references of “branches” in this charter includes the Global Adventures Committee as a branch.

#### **Ex-Officio (Non-Voting) Members**

- 1-2 relevant Mountaineers program staff, whose roles include programs, operations, budget oversight, and leadership development
- Safety Chair
- Additional members of the Board of Directors

## **Chair**

The Branch Leadership 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.

## **Term Conditions & Stipulations**

In the event that the Vice President of Branches resigns, or otherwise fails to preside over regular meetings, the Board of Directors must appoint an interim chair until a new Vice President of Branches is approved. In the absence of an active Vice President of Branches, the Committee may continue to meet with Mountaineers staff facilitation.

Branches and the Global Adventures Committee are expected to provide representation at a minimum of  $\frac{2}{3}$  of the regular Committee meetings each year, including a voting member or delegated proxy. If this condition is not met, the Vice President of Branches shall request a meeting with the respective Branch Council, who will be delegated the authority to appoint a new, or interim, representative.

## **Meetings**

The Committee shall hold regular meetings and additional meetings as necessary, presided over by the Vice President of Branches, or a delegated proxy as appointed by the Vice President of Branches in advance of the meeting.

When required, or in case of questions of points of order, the current edition of Robert's 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.

## **Quorum**

A quorum of the Committee consists of voting members or proxies from five of The Mountaineers branches, including Global Adventures as a branch.

## **Decision Making**

Decisions will be made by majority vote of present voting members, with one vote per branch, including Global Adventures as a branch. Voting members unable to attend a meeting may delegate a proxy in advance of the meeting. The presiding meeting chair will cast a vote only in the event of a tie.

Based on Committee discretion, decisions are typically made over a two meeting period, with a first reading at the one meeting and a second reading, including a vote for approval, at the following meeting.

## **Branch Leadership Committee Responsibilities**

### Board and Executive Committee:

- Make recommendations to the Board of Directors about policy, programmatic, financial, and other matters that impact volunteer operations.
- Inform the Board of issues through regular updates at Board Executive Committee meetings and meetings of the Board of Directors.
- Develop task forces or ad hoc committees as needed on special issues and projects.
- Coordinate branch representation in the development, implementation, and update of the strategic plan.
- Abide by the bylaws, policies, and support the overall purpose and fulfillment of the mission of The Mountaineers.

### Branch Oversight/Guidance:

- In consultation with the CEO, provide leadership and direction for activities and courses run/managed by branches.
- Ensure that branches are aware of The Mountaineers bylaws, policies, and procedures.
- Act as a point of contact between the branches, Board, staff, and publishing.
- Ensure that organization-wide activity council charters and standards are developed and maintained, for applicable activities, and audited on a defined schedule.
- Align and approve activity and course standards and charters to provide consistency and innovation in outdoor education throughout the Mountaineers and its branches.
- 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 activity councils.
- Hold the branches accountable for adhering to clubwide activity standards and working toward inter-branch consistency in activity best practices and curricula.

### Branch Administration:

Ensure that:

- A documented leadership structure is maintained for each branch.
- Branch elections comply with The Mountaineers Bylaws, and elections 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.

- Review Branch Charter revisions annually and recommend approval to the Board of Directors.

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

Last Amended 10/18/23; Approved by Board of Directors 1/18/24