



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Protocol
Ad Hoc Committees

Responsible Committee	Date Last Reviewed
Executive Committee	Approved September 5, 2014

Protocol Description
<ol style="list-style-type: none"> 1. Ad Hoc Committees shall be organized by the Council to implement designated tasks and/or to formulate recommendations to the Voting Members on specific focus areas. Ad Hoc Committees will be time limited and will be comprised of Voting Members. 2. Advisory Members, members of appropriate professions, and general public may be invited to participate as guests on Ad Hoc Committees. 3. Typically, Ad Hoc Committees are established at the annual planning retreat, to begin work at the beginning of the new fiscal year. Ad Hoc Committees exist only as long as it takes for them to complete their task and report back, or until the end of the fiscal year. 4. If an Ad Hoc Committee was formed to address issues broader than one clear specific identified task, the committee will review relevant tasks as identified in the Strategic Plan and/or at the CCPC annual retreat, and will develop a draft action/strategy plan. This plan will be submitted to the full Council for approval. 5. Generally, the Chair(s) of an Ad Hoc Committee is selected by the group at the first meeting. The Chair(s) must be a Voting Member. 6. Generally, the Coordinator serves as staff to the Ad Hoc Committee, and provides support as requested, which may include securing meeting space, development of agendas for Chair review and approval, development of meeting packets, and/or taking of notes. 7. Either the Coordinator or an Executive Committee member will serve as the liaison for each Ad Hoc Committee, and will provide regular reporting to the Executive Committee. The Executive Committee may make recommendations to the Ad Hoc Committee throughout the time frame of the committee's work. 8. Proposed changes or areas of concern regarding the Committee's action plan will be brought to the full Council for discussion.



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9. Ad Hoc Committees may request funding from CCPC as necessary to complete its approved tasks. If funding is allocated by CCPC, or if activities involve generating any revenue, finance reports will be provided regularly to the Finance Committee for their review and approval.
10. Ad Hoc Committees will provide a report to the full CCPC at the end of their work.