



# GREATER CARLISLE PROJECT

## **Steering Committee Operational Guidelines**

*Approved by consensus in May, 2015*

The Greater Carlisle Project (GCP) is an unincorporated association of people, organizations, faith groups, businesses and local governments working together to improve the quality of life for all people in the communities of the Greater Carlisle Area. Our approach is to enhance long-term social, economic and environmental sustainability by connecting and enhancing community assets. The communities of the Greater Carlisle Area include Carlisle, Dickinson, Middlesex, Mount Holly Springs, Newville, North Middleton, South Middleton, and West Pennsboro.

A Steering Committee has been convened to provide leadership and a forum for shaping and advancing the strategic direction of the Greater Carlisle Project.

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### **General Expectations of GCP Steering Committee Members:**

Understand and support the Greater Carlisle Project's vision, mission, and programs.

Support the Greater Carlisle Project in all capacities, as consistent with other organizational and professional constraints.

Adopt a broader perspective, thinking about issues across municipal boundaries within the Greater Carlisle region and with an understanding of the integrated and interrelated nature of GCP's eight priority areas.

Actively engage in discussion. Ask any questions or voice concerns you may have, and push to ensure that the Greater Carlisle Project's thinking is comprehensive, rigorous and well-guided.

Discuss openly and freely as reflective of your best judgment. Differing opinions are expected, yet consensus will be the standard; once achieved, the expectation is the Steering Committee will speak with one voice.

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### **Steering Committee Structure:**

The Greater Carlisle Project will be comprised of no less than 13 and no more than 25 individuals; the steering committee as a body should be representative of both the diversity of priorities of the GCP and of the geography of the Greater Carlisle region.

Agreement to participate in the Steering Committee is expected to carry at least a one-year commitment. If a member no longer feels capable of serving or no longer wishes to serve, that member should notify the Chairperson of the Steering Committee.

Additions to the Steering Committee should be nominated by current Steering Committee members and accepted based upon majority vote.

Sub-committees and/or working groups will be formed by the Steering Committee as needed; examples include the Mount Holly Walking Audit and Poverty Workshop.

The Steering Committee will be run by a Chairperson selected by the Steering Committee through simple majority vote. The Chairperson will be tasked with scheduling, convening, and facilitating meetings of the Steering Committee. Administrative support to the Steering Committee (and the Greater Carlisle Project more broadly) is provided by the Center for Sustainability Education at Dickinson College.

The Steering Committee will aspire to consensus decision-making; when consensus is not attainable, decisions by the Steering Committee will be determined by simple majority. A quorum, which is defined as 50% +1 of members, will be required to make decisions.

The Steering Committee's Operational Guidelines can be amended at any point by simple majority vote.

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### **Functions of Steering Committee Members**

Members will represent the GCP to stakeholders and will serve as ambassadors and champions of the GCP to the broader public, sharing the GCP's mission, activities, and accomplishments broadly; members will work to establish general membership and endorsement of the GCP from individuals, businesses, and organizations in the community.

The Steering Committee will work collaboratively to establish the GCP's priorities, direction, and long-term strategy; though administrative support is provided by the Dickinson College Center for Sustainability Education, Steering Committee members are expected to participate in the implementation of the GCP's work plan and strategic plan.

Members will attend/participate in activities and events of the GCP whenever possible and when consistent with organizational/professional constraints.

Members will attend bi-monthly meetings (or as scheduled by the co-chairs); the expectation is that materials circulated prior to the meeting will be reviewed beforehand, and members will be ready to discuss.

Members will serve on working groups and/or sub-committees that may emerge, as consistent with other organizational and professional skills, expertise, interests and constraints.

Members will be an active partner in measuring and evaluating the performance and effectiveness of the GCP.

The Steering Committee will represent the broader membership of the Greater Carlisle Project, and will aim to create an inclusive, participatory dynamic in which broader members feel their thinking is valued, desired, and incorporated into the GCP work and direction.

## Background of the Greater Carlisle Project

**PURPOSE:** The purpose of the Greater Carlisle Project is to promote collaboration among people, organizations, businesses and local governments of our communities to realize our vision for environmental, social and economic sustainability.

**VISION:** The Greater Carlisle Project's vision is a future in which all residents live rich, meaningful lives supported by community assets in eight priority areas:

***Community:*** We celebrate diverse communities that are welcoming, inclusive, just, safe and full of life.

***Cultural Heritage, Arts & Recreation:*** We value our region's rich heritage, vibrant small towns, rural landscapes and growing arts, cultural and recreational opportunities that meet the needs of our diverse residents and visitors.

***Economic Development & Jobs:*** We create family sustaining jobs that enable a vibrant quality of life for all residents. We actively support our existing businesses and seek new opportunities for economic development.

***Education:*** We treasure the quality and diversity of our educational institutions and support their collaboration with each other and with the wider community to promote and inspire continual learning and innovation.

***Energy and Transportation:*** We embrace energy conservation, more efficient homes, buildings and vehicles, expanded transportation options and clean energy that advance environmental, social and economic sustainability goals.

***Food and Farms:*** We champion our farmers' success as stewards of our agricultural landscape who feed our communities with healthy, nutritious local food.

***Green Spaces, Blue Waters, & Clear Skies:*** We live in a landscape that is rich in parks, green spaces, farms, hiking and biking trails, water trails and diverse wildlife. We are sustained by clean air, clean water, and resilient and healthy forests, wetlands and streams.

***Housing, Health, & Human Services:*** We support good health, human dignity and quality, affordable housing as they relate to all aspects of physical, mental and social wellbeing.

**GOALS:** The Greater Carlisle Project will advance sustainability by:

1. Connecting people and organizations in collaborative efforts,
2. Convening educational forums to foster a shared culture of sustainability, and
3. Advocating for initiatives that advance our vision.