

Associate Coordinating Committee Guidelines U.S.-Ontario Province

Role: The role of the Associate Coordinating Committee (ACC) is to attend to the big picture, looking at Associate commitment through a broader lens.

Responsibilities: The responsibilities of the ACC are to:

- 1) coordinate long range strategy and planning regarding Province Associate commitment,
- 2) monitor emerging trends and/or issues,
- 3) identify effective means of communication among SNJM Associates,
- 4) work with the Province Staff for full utilization of the Associate web pages,
- 5) facilitate the annual meeting of the Province Leadership Team (PLT), Local Associate Leadership (LAL) and the ACC by soliciting agenda items from the PLT/LAL, attending the meeting, researching topics, and writing Province guidelines as needed,
- 6) oversee follow-up of actions/decisions,
- 7) recommend ways to improve local transitions as LAL complete their terms, and
- 8) advise the PLT, LAL, and/or Province Associates as needed.

The majority of these responsibilities require reaching out to other Province groups and/or individuals.

Shared Responsibilities of the ACC and the PLT:

- 1) Joint review/decision of requests related to associates, LAL, ACC and/or Province Associate guidelines.
- 2) Assure accurate record keeping and preparation of input for Province and Congregational reports.

Accountability: The ACC is accountable to the PLT.

Membership:

The ACC is composed of five members, a majority of whom are Associates. The ACC will select one of its members as Chair.

The goals of membership for the ACC are to:

- 1) strive for broad geographical representation,
- 2) consider those who have served as LAL, or participated in comparable Province and/or Congregational committees or events such as Justice and

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Peace Committee, Mission Centre Teams, etc., and

- 3) consider inviting one or two Associates who are new to Province-wide leadership.

Selection Process:

The following process is conducted by the ACC.

- 9) The ACC sends out the following information to all Province Associates:
 - a) the responsibilities of the ACC,
 - b) the recommended qualities and criteria for membership on the ACC (e.g., time and travel commitment, ability to analyze and make recommendations, plan, organize, coordinate, write, engage in collaborative decision making, etc.)
 - c) the selection process along with the nomination/self-nomination forms,
 - d) the length of terms of membership, and
 - e) an invitation to recommend Associates and/or Sisters to serve on the ACC.
- 2) All nominations, along with reasons for supporting each nominee, are returned directly to the ACC.
- 3) The ACC receives the nominations/recommendations and, along with at least one other Associate leader as needed, prioritizes the list of nominees, includes ACC reasons for the prioritizing, and forwards the list to the PLT.
- 4) The PLT makes the final selection(s) and notifies the ACC of its decision.

Terms of Service:

ACC Members serve an initial three-year term. The first term includes a one-year probationary period. Near the end of the first year, along with some members of the PLT and the ACC, a probationary member will discern whether or not to continue on the ACC for the additional two years.

Approximately six months prior to the end of an ACC Member's term, the individual will make known to the ACC and the PLT her/his desire to renew at the end of the term or her/his decision not to renew for additional term(s). Likewise, the ACC and PLT will discern if this ACC Member should continue on the ACC. One may serve for a maximum of nine years on the ACC.