

SOPHE Committees and Task Forces

Purpose: SOPHE committees and task forces provide support to the board in handling specific projects and tasks that require dedicated attention. Committees take care of detailed work that provides planning and problem-solving, so the Board of Trustees can focus on broader, strategic priorities. Committees may bring recommendations to the Board of Trustees for consideration as outlined in their committee charges.

Types of Committees and Task Forces

Board Committees: Specialized groups that are standing committees that help the Board of Trustees in fulfilling oversight duties. They focus on specific functions and responsibilities. At SOPHE, Board committees include, Executive Committee, Audit Committee, Nominating Committee, Finance Committee, and Advocacy Committee. Per SOPHE bylaws, The Board of Trustees may, by resolution, designate and appoint one or more committees, each consisting of at least two or more Trustees, each of which, to the extent provided in the resolution, may have, and exercise the authority of the Board, to the extent permitted by California law. The President will appoint the chair and vice chair of standing committees with the prior approval of the Executive Committee. The membership of the standing committees shall be determined by the Board of Trustees.

Standing Committees: A group charged with fulfilling certain duties continuously from one term to the next. Per SOPHE's bylaws, the Board of Trustees may create and appoint Individual Members to such other committees and task forces as the Board shall deem appropriate.

Task Forces: A task force or an ad hoc committee contribute to time-limited work and help provide a solution when a new need is identified. Task Forces allow committees to be used for ongoing work.

Roles and Responsibilities

Committee and Task Force Chairs

- Appointed by the Board President and approved by the Board of Trustees
- Serve a two-year term, starting as Vice Chair.
- Current SOPHE National member.
- Lead meetings of the committee
 - Collaborate with staff liaison to prepare for committee meetings in advance. Set and compose committee meeting agendas.
 - Call the meeting to order.
 - Assign a minute taker for the meeting.
 - Encourage committee members to provide their thoughts.



- Conduct the business of the meeting.
- Adjourn the meeting.
- Ensure that the committee charge is met and work towards the strategic plan goals.
- Ensure agendas and meeting minutes are saved in the SharePoint committee folder.
- Collaborate with staff to develop and monitor the program workplan to accomplish SOPHE's strategic goals and objectives.
- Collaborate with other committee chairs on cross-functional projects.
- Create committee reports and share with the Board of Trustees, upon request.
- Report to the Board President and Board of Trustees.
- Mentor the Vice Chair to ensure continuing for the next year.

Committee and Task Force Members

- Committee members may serve for two terms, which is renewable each year. If committee members would like to serve more than two years, they are encouraged to speak with the committee chair about their interest. Commitments for more than two years will be made on a case-by-case basis, so all members have an opportunity to serve.
- Current SOPHE National member.
- Participate actively in all meetings.
- Let committee chair know if they cannot attend a committee meeting. If a committee member has more than two absences, they should have a conversation with the chair about their future commitment.
- Respect different points of view.
- Deliver work according to the committee timeline.
- Respect time limits, which are necessary to achieve what the committee needs to accomplish.
- Ask for clarification when needed.
- Provide written or verbal feedback on committee work.
- Serve as an ambassador for the committee.

Workgroup Members

A standing committee may have workgroups. These workgroups are not full committees, instead they are sub-committees that help carry out the full committee's work. Each workgroup has a Chair and Vice Chair, to help ensure continuity from term to term.

Staff Liaisons

- A SOPHE employee is assigned to serve as the staff liaison to each committee.
- Staff liaisons ensure committee operations align with the SOPHE strategic plan and budget.
- Staff ensure the committee operations stay on timeline and ensure deliverables are met.
- Provide support services and resources.



- Operationalize committee decisions. Provide support and share updates to the Board of Trustees, upon request.
- Provide clarification on issues and provides historical context on projects and/or issues.
- Provide input from a staff perspective.
- Support the committee chair in ensuring continuity for the committee work into the next term.
- Communicate information about committee activities to other staff.

References

Nonprofit Board Committee Members: Who Should Serve on Which Committee? (n.d.) *BoardSource*. <https://boardsource.org/resources/board-committee-members/>

Society for Public Health Education Bylaws. (2023, August 11). *Society for Public Health Education (SOPHE)*. <https://www.sophe.org/about/sophe-bylaws/>