

TPSS Board Resolution: Expansion Committee Charter

(Last revised June 2012)

Purpose

The purpose of this Board Resolution is to create a board-chartered committee, in accordance with Bylaw 7.2 and Board Policy G7. This committee is to be known as the Expansion Committee, which is chartered to provide oversight to the Takoma Junction Expansion Project and report to the Board on progress.

Committee role and responsibilities:

- The Expansion Committee is chartered to serve as the steering committee and clearinghouse for information regarding activities related to the Takoma Junction Expansion Project.
- The Expansion Committee shall cooperate with management and other Board-chartered committees to implement Board policies and achieve approved goals or objectives of the Takoma Junction Expansion Project.
- The Expansion Committee shall meet regularly to provide oversight to the Takoma Junction Expansion Project.
- The Expansion Committee has no authority to spend or authorize spending from the Expansion Reserve Fund, except as explicitly defined by the Board. The Committee must bring spending recommendations before the Board for approval.
- The Committee should recruit Expansion Committee members to provide competent professional skill and expertise, representing diverse perspectives and stakeholders. Committee members should be capable of contributing professional experience in one or more of the following areas: business, finance, strategy, retailing, real estate, legal, marketing or research, nutrition or healthy living, architecture or design, environmental systems or engineering, construction or project management, grants or external funding, training or education, quality systems, cooperation, communications, community involvement, governmental liaison, or other specialized fields.
- The Expansion Committee shall report regularly to the Board regarding plans, activities, and the status of the Project. The Committee should provide advice, data and recommendations to the Board as needed.

Committee Rules and Procedures:

1. Meetings of the Expansion Committee are open, except for discussion of personnel, contract negotiations, real estate, legal and financial topics, which are prudent to remain confidential.
2. The Expansion Committee will make decisions through majority vote of its members.
3. Prospective Committee members should submit an application to the Committee Chair to join the committee. The application should include:
 - a. a resume or CV
 - b. a signed confidentiality agreement.
 - c. a signed commitment that they have read and support the purpose of the Expansion Committee Charter.
4. The Expansion Committee should keep and approve minutes of meetings and archive them on the Expansion wiki. Minutes of confidential meetings are to be available only to persons approved by the Board, who have signed an appropriate confidentiality agreement.

The TPSS Co-op Board of Representatives voted in support of this Committee Resolution
REVISION July 2012.