
Indivisible-Springfield Ohio

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Committee Guidelines

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OVERVIEW

This document offers guidelines for the structure and activities of the Indivisible-Springfield special interest committees. These are guidelines only. Each committee reserves the flexibility to adapt these guidelines to meet their unique needs.

Indivisible-Springfield has created nine special interest committees to further our efforts to fight the Trump agenda. The committees gather information about their topics and educate themselves and the larger Indivisible group about their issue/issues. They monitor developments that impact their issue and regularly update their members and the larger group. Committees work in partnership with existing organizations to plan activities to effect change. The committees are:

Economic Justice/Safety Net
Education
Environment
Health Care/Veterans
Immigration

LGBTQ/Women's Issues
Local Politics/Voting Rights
First Amendment & Civil Rights
Diversity & Coalition Building

Each committee shall choose a chair, develop a mission statement, establish goals, schedule regular meetings and report back to the larger group.

COMMITTEE STRUCTURE

1. Chair

- a. Leads committee meetings
- b. Monitors issues
- c. Assigns tasks within the committee
- d. Works with committee to develop a list of organizations active in your issue to get updates from
- e. Submits short update of latest developments with your issue to Liaison for weekly Indivisible-Springfield eNewsletter
- f. Works with Activities Coordinator and committee members to develop activities such as legislator contacts, letters to the editor, etc.
- g. Disseminates action alerts to committee members as necessary
- h. Reports committee activities to larger Indivisible-Springfield group

2. Secretary

- a. Provides written minutes of committee meetings
- b. Shares minutes with Chair and committee

3. Researchers

- a. Research legislation
- b. Research and monitor legislators active in your issue
- c. Update committee on your research

4. Activities Coordinator

- a. Organizes and facilitates committee's planned activities

5. Communications Strategist

- a. Uses research and the Indivisible Guide (www.indivisibleguide.com) to develop elevator speech, talking points, scripts for legislator calls, etc.

6. Liaison

- a. Member of the Indivisible Leadership Committee
- b. Leads committee meeting if the Chair is unavailable
- c. Sends issue updates to committee members through eNewsletter