

## What are the responsibilities and expectations of committee leadership?

Each elected committee leader is responsible for, with the support of their Management Lead, managing the business of their committee. The leaders will set a meeting schedule for the course of the year, provide an agenda for each meeting, make sure that notes are kept, work with subcommittees on the implementation of committee initiatives, provide regular progress reports at the Council meetings, and attend all assigned Joint Assembly meetings. This represents a commitment of approximately 10-12 hours per month. This includes keeping track of all committee votes, finalizing recommendations prior to each quarterly Council meeting, and providing their Management Lead with regular progress updates on committee deliverables. All committees are responsible for the following deliverables:

- 1) Put forth recommendations:
  - a) Convene regularly, attend all committee meetings, and identify priorities
  - b) Generate suggestions and submit them to the suggestion portal
  - c) Form sub-committees to address priority areas and create recommendations from suggestions
  - d) Ensure committee recommendations align with Connect 313 mission, vision, values, and annual goals
  - e) Lift up recommendations to the Community Advisory Council for vetting
  - f) Incorporate any feedback from the Council before the submitting for approval from the appropriate decision-making body, either the Joint Assembly or Board of Directors
  - g) Continue to monitor funded recommendations & report out during Council meetings
- 2) Engage with key stakeholders to solicit and refine suggestions
- 3) Seek new sources of funding
- 4) Develop opportunities for new partnerships
- 5) Identify topics for broader research

### *Expectations*

**Professionalism:** Demonstrate respect for the dignity of the collaborative, its clients, its customers, its vendors, and its members. Elected committee leaders should avoid inappropriate comments. For example, team members should not divulge Connect 313 confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites or through other public venues. Similarly, team members should not engage in harassing or discriminatory behavior that targets other team members or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the organization's policies.

**Transparency:** Elected committee leaders must abide by the Connect 313 conflict of interest policy.

### *Elected Committee Leader Stipend*

- Each eligible elected committee leader will receive a \$5,000 annual stipend
- Stipend eligibility is limited to persons over 18 years of age and legally authorized to work in the USA
- Stipend is dispersed throughout the year following successful completion of reporting duties to the broader Connect 313 structure

- 1099 forms will be issued for tax purposes

### What are the different committees of the Connect 313 Community Council?

Committees make recommendations to the larger Community Council, for final decisions from the Joint Assembly and Board of Directors, from suggestions submitted by the community. All committees should work together to ensure recommended support is fair and accurately reflects community needs. Each Committee member will serve a minimum one-year term and may serve no more than four consecutive years. There are currently 5 different committees of the Community Council – each committee focuses their attention on a different topic. As suggestions come into the online suggestion box on Connect 313’s website, the Management Leads determine which committee to send the idea to for further development into a fully-fledged recommendation. The five committees are:

- the Digital Literacy & Skilling Committee (1 elected chair, 1 elected vice-chair)
- the Devices & Connectivity Committee (1 elected chair, 1 elected vice-chair)
- the Special Projects & Shared Resources Committee (1 elected chair, 1 elected vice-chair)
- the Policy, Advocacy, & Ecosystem Committee (1 elected chair, 1 elected vice-chair)
- the Structure & Operations Committee (2 elected co-chairs)

#### *Digital Literacy & Skilling Committee*

**Committee Purpose:** To ensure that all Detroiters can build digital skills, to support their employability, lifelong learning and well-being.

#### **Digital Literacy & Skilling Core Responsibilities:**

- Develop and submit recommendations geared towards improving digital literacy and technology skilling outcomes for Detroiters
- Convene partners and identify new priorities and opportunities for impact
- Form sub-committees to address priority areas and create/review/approve additional recommendations
- Seek new sources of funding & identify new funding models for sustainable digital skill development
- Identify research topics for broader impact

#### *Devices & Connectivity Committee*

**Committee Purpose:** To ensure all Detroiters have access to quality devices and high-speed internet.

#### **Devices & Connectivity Core Responsibilities:**

- Develop and submit recommendations geared towards improving citywide internet connectivity and resident device attainment. (Computers, tablets, smartphones, etc.)
- Convene partners and identify new priorities and opportunities for impact
- Form sub-committees to address priority areas and create/review/approve additional recommendations
- Seek new sources of funding & identify new funding models for public Wi-Fi expansion, in-home internet access, computer sourcing and distribution
- Identify research topics for broader impact

### *Special Projects & Shared Resources Committee*

**Committee Purpose:** To develop the strategies by which the stakeholders are convened & organized, and by which capacity-building resources are coordinated & developed.

#### **Special Projects Core Responsibilities:**

- Develop and submit recommendations geared towards improving citywide coordination for community building and resident engagement
- Convene partners and identify new priorities and opportunities for impact
- Form sub-committees to address priority areas and create/review/approve additional recommendations
- Seek new sources of funding & identify new community engagement models for shared ecosystem activation and collaboration
- Identify research topics for broader impact
- Current projects include:
  - Neighborhood Technology Hubs
  - Data Collection & Surveying
  - Media Activation/Storytelling
  - Community Organizers

### *Policy, Advocacy & Ecosystem Committee*

**Committee Purpose:** To develop an ecosystem-based approach that builds on and enhances existing work; to devise strategies that allow Connect 313 to advocate and fundraise for specific, data-informed needs at the local, statewide, and national/federal level.

#### **Policy, Advocacy & Ecosystem Core Responsibilities:**

- Develop and submit recommendations geared towards crafting digital inclusion policy at the local/state/federal level; form advocacy campaigns on behalf of unconnected/under-connected Detroiters
- Identify and drive opportunities for digital inclusion awareness
- Event Planning (Digital Inclusion Week, etc.)
- Attract opportunities for local/national/federal/statewide partnership and funding
- Identify research topics for broader impact

### *Structure & Operations Committee*

**Committee Purpose:** To develop the organizational structure of Connect 313 including the function and composition of each level of the decision-making process.

#### **Structure & Operations Core Responsibilities:**

- Develop governance structure & composition of Community Council and Council Committees and groups
- Maintain the membership list of the Community Council and all Committees
- Assess diversity, equity and inclusion breakdown of Community Council and Committees
- Develop Connect 313 Guiding Principles
- Establish meeting cadence for the Community Council and all Committees
- Facilitates Connect 313 elections

- Run the nomination & voting process for Council leadership positions, ensure all positions are filled through a fair and democratic process  
Ensure that all committee seats are filled

#### What are Connect 313's values?

- Inclusive. Collaborative. Transparent. Accountable. Sustainable.
- We progress at the speed of trust
- Locally led, expertly informed
- Always listening and learning
- Flexible, agile, creative, and resourceful
- We think iteratively and transformationally

We strive to be a model of diversity and inclusion by always reflecting the community we serve through every facet of Connect 313.

We are committed to maintaining the confidential nature of deliberations, openly sharing views, challenging assumptions, and respecting all opinions.

We value, champion, and embrace inclusion and respect others without regard to race, color, religion, gender, sexual orientation or expression, gender identity, national or ethnic origin, age, weight, height, marital status, disability, or any other status, whether protected by law or not.

We are committed to creating an inclusive environment that promotes innovation, creativity, and access to opportunity.

We respect, value, and celebrate the unique attributes, characteristics, and perspectives that make each person who they are.

We believe convening diverse stakeholders allows us to address all issues collectively, and more effectively, including the digital divide and the socioeconomic implications of access and opportunity that face our communities.