

SAM Delegate Assembly Steering Committee Position Description



The SAM Delegate Assembly took action on Friday, June 14, 2013 to reconstitute the Delegate Assembly Steering Committee in order to establish long term understanding of SAM's Positions and Resolutions and assist in making recommendations for action.

Process for Selection of Steering Committee Members

1. Delegate Assembly Delegates serve for 2 years on staggered terms. Each SAM Affiliate determines who is to serve the terms. The number of Delegates an Affiliate has is determined by the size of their membership as defined in the SAM Bylaws.
2. Leadership of each Affiliate appoints the Affiliate Delegate Assembly Steering Committee Member. Steering Committee members can serve multiple terms representing the Affiliate to gain a knowledge-base for long term decision making. It is recommended that the Steering Committee member make a long term commitment (2 or more terms – 4+ years).

Responsibilities of a Steering Committee Member

1. It is recommended that Resolutions and Position statements be submitted to the Delegate Assembly Steering Committee Chair by June 1st.
2. Steering Committee meets to review proposed Positions and Resolutions prior to the Delegate Assembly to make recommendations to the Delegate Assembly Caucus.
3. Steering Committee meets in the interim between Delegate Assemblies in order to gain understanding of contemporary issues as they arise and assist the Executive Director with establishing a stance on said issues.
4. Steering Committee shall act as a Resolutions Committee at the annual SAM Business Meeting.
5. In order to be considered, Non-Delegate Assembly resolutions and position statements presented by individual members must be submitted in writing to the Chair of the Delegate Assembly Steering Committee by 8 a.m. the first day of the annual MCEL Conference.
6. In order to be considered, Non-Delegate Assembly resolutions and positions statements presented by SAM Affiliates must be submitted in writing to the chair of the Delegate Assembly Steering Committee immediately following the Affiliates' Business Meeting.
7. Meetings of the Steering Committee will be called as necessary. When possible, the use of digital meetings will be utilized to maximize time effectiveness and minimize travel.
8. Other responsibilities may be assigned as determined by the Delegate Assembly Steering Committee.