



Steering Committee 2018-2020

Who can I nominate? What should I consider before nominating?

Due to the commitment required, it is not recommended that you nominate anyone other than yourself. Before self-nominating, you should determine eligibility and consider the community you wish to represent (see below).

Are there eligibility requirements?

Yes, there are 4 basic requirements to serve on the Steering Committee that each nominee should meet:

- The nominee should be at least 18 years old at the time of nomination.
- The nominee must be a member of ARDA prior to nomination.
- Except for At-Large seats, a nominee must be currently employed by an organization for which the seat is designated to represent (see table).
- Each nominee must sign a *Steering Committee Commitment Form* at the time of nomination.

Category (seats)	Community Represented
Civic engagement, collective impact nonprofits, local foundations (4)	Local foundations and nonprofits whose principal purpose is to aid in activities serving the public good; not intended for agencies organized primarily to deliver direct human services
Academia, journalism, research, technology, all private business (2)	-Public and private universities -Journalism, research and technology -For-profit enterprises and business Chambers
Human services and utilities (2)	-Public and nonprofit agencies organized primarily to provide direct human and social services -Organization that manages community infrastructure or utilities
Local government & quasi-governmental authorities (3)	Local elected officials and their staff, and staff of public and quasi-governmental agencies

Do I need to tell my employer about the nomination?

Yes, you should confirm that your employer supports your nomination and understands the commitment and work required. In addition, you may want to consider any work or scheduling conflicts that would keep you from fully committing to the committee. Please see the attached job description for more information about expectations and responsibilities.

I'm interested! How do I submit my nomination and what happens next?

The *Steering Committee Nominee Application* is available online at <http://alamodata.org/index.php/get-involved/>. This form along with an optional short biographical sketch should be completed and submitted to Courtney.Denton@uth.tmc.edu during the nomination period. It is required that the seat and term for the nomination are indicated. An election will be held after the nomination period from September 17-28, 2018.

What is the deadline for nominations?

The current deadline for nominations is **Friday September 14, 2018**.

Steering Committee 2018-2020

Job Summary

The Steering Committee (SC) will support the work of ARDA and provide mission-based leadership and strategic governance. While day-to-day operations are led by the staffing agency, currently CI:Now, the Steering Committee is a partnership, and the appropriate involvement of the SC members is both critical and expected.

Qualifications

This is an opportunity for an individual who is passionate about ARDA's mission and who has a track record of leadership. Members should confirm that their employer supports their position and understands the time commitment and work required.

Terms and Time Commitment

ARDA's Steering Committee members will serve a two-year term. SC meetings will be two hours each month for the duration of the term.

Responsibilities

The purpose of the SC is to represent members; coordinate projects; and provide leadership. It is intended that the SC leverage their experiences, expertise, and insight to provide guidance and support for management and implementation of the vision.

Specific responsibilities include:

- attend SC meetings on the fourth Mondays of each month from 3-5 PM (location TBD)
- attend annual convening
- review agenda and supporting materials prior to SC and workgroup meetings
- participate in in-person and between-meeting discussions and decisions/votes
- establish ARDA workgroups and communicate with workgroup leads about projects
- leadership and/or participation in workgroups is not required but is likely necessary to move the work forward
- provide staffing entity with guidance on related issues
- represent ARDA to stakeholders; acting as an ambassador for the organization
- familiarize and advocate for the Community Strategy
- encourage your individual organization and those in your network to align with ARDA
- contribute to an annual performance evaluation of the staffing agency
- commit to two-year term

Alamo Regional Data Alliance

Steering Committee Nominee Application 2018-2020



Nominee Contact Information

Name: _____ Position/Title: _____
Employer/Agency: _____
Phone: _____
Email: _____

Seat and Term Representation (ONE selection required)

2-year term until 9/30/2020:

- Civic engagement, collective impact nonprofits, and local foundations
- Academia, journalism, research, technology and all private business
- Human services and utilities
- Local government and quasi-governmental authorities

Short Biographical Sketch (optional)

You have the option of including a short biographical sketch (maximum of 250 characters) alongside your name on the ballot.

- Yes, my short biographical sketch is attached.
- No, I do not wish to submit a short biographical sketch.

Please email this application with your signed commitment form and optional bio to:
Courtney.Denton@uth.tmc.edu by **Friday September 14, 2018**.



Alamo Regional Data Alliance Steering Committee Commitment Form

As a Steering Committee Member of the Alamo Regional Data Alliance, I agree to:

- Support ARDA's vision:
 - To improve the lives of people in our region by establishing and supporting a culture of data-driven action.
- Adopt ARDA practices and processes by:
 - Adhering to the Steering Committee Charter
- Provide strategic guidance, vision, and oversight for ARDA by:
 - Developing and refining the goals, and guiding principles
 - Using data to inform strategic planning
 - Tracking progress of the work using agreed-upon processes
 - Interacting with the staffing entity on strategy and community engagement
- Provide leadership by:
 - Making connections between organizations to ensure coordination and efficiency
 - Serving as a vocal champion of the collective impact effort in the community
- Play an active role by:
 - Participating in-person at the regularly scheduled meetings
 - Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue
 - Committing to complete the elected term

The Alamo Regional Data Alliance intends that the Steering Committee leverage the experiences, expertise, and insight of key individuals in key organizations positioned to provide guidance and support for the management and implementation of the vision. Said organizations do not represent ARDA. These organizations are not required to acquire and allocate resources for ARDA, nor does ARDA exercise any authority over any of these organizations' own resources.

Signature: _____ Date: _____

Printed Name: _____