



# MSEA COMMITTEE HANDBOOK

A Reference Guide for Maryland State  
Education Association Committees,  
Task Forces, Cadres, Councils, and Workgroups



## Dear Committee Member,

As a member of the MSEA family, the work you do serving on committees, task forces, councils, workgroups, and cadres is critical to helping move the association forward as we advocate for all members, their students, their schools, and their careers.

Thank you for your service on behalf of MSEA members across the state. Please use this handbook as a reference guide to ensure the work is done efficiently, effectively, and collaboratively.

Paul Lemle  
President

Nikki Woodward  
Vice President

Colleen  
Morris  
Treasurer

THE MARYLAND STATE  
EDUCATION ASSOCIATION  
EMPOWERS MEMBERS TO  
MAKE A POSITIVE DIFFERENCE  
IN THEIR PROFESSIONAL LIVES  
IN ORDER TO ELEVATE

THE QUALITY OF PUBLIC  
EDUCATION FOR ALL  
STUDENTS.

### MSEA'S STRATEGIC PRIORITIES

Leading the professions

Building strong locals

Creating a culture of organizing

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# Role of the Committee and Individual Roles within the Committee

Committee work is critical to the ongoing success of MSEA. It not only engages members in association work but also fulfills the association's strategic priorities. To ensure that the time and work of the committee is effective, it is critical to outline and understand the role of the committee as a whole and the respective roles of individuals within the committee.

## ROLE OF THE COMMITTEE

- Carry out the charges of the committee in an efficient, effective, and positive manner for the benefit of members and MSEA.
- Submit a two-year plan of action that is aligned with committee charges, including suggested possible event dates, locations, speakers/trainers, and materials. This plan should be developed with the assistance of the MSEA staff liaison who will submit the plan to the appropriate manager for review by December 1 of odd-numbered years. Action plans will then be presented to the MSEA Budget Committee for consideration and inclusion in MSEA's two-year budget. Final action plans are then due to the MSEA president by June 30 of even-numbered years.
- Communicate with the MSEA president and MSEA Board of Directors on committee work on a regularly scheduled basis determined by the MSEA president.
- The MSEA president is an ex-officio member of all MSEA committees, except the Nominations and Credentials Committee.
- Adhere to all rules and procedures outlined for committees and committee members.
- Promote the work of MSEA and the committee through daily interactions.
- Be responsive to the MSEA Board of Directors.

## ROLE OF INDIVIDUAL COMMITTEE MEMBERS

### All Committee Members

- Participate fully in conducting the work of the committee in accordance with set charges and the approved action plan, and any additional MSEA governing documents.
- Provide ideas, guidance, support, and opportunities to help the committee work efficiently and collaboratively in accordance with the action plan and charges.
- Comply with set attendance and financial guidelines as established by MSEA.
- Assist in implementing the work of the committee.

### Committee Chair(s)

- Serve as the leader of the committee in carrying out the work of the committee in accordance with the charges.
- Work collaboratively with the MSEA staff liaison to plan and carry out all work of the committee, including setting meeting dates and agendas.
- Conduct the scheduled meetings of the committee.
- Serve as the spokesperson for the committee, as appropriate.
- Coordinate communication to leadership and the MSEA Board of Directors with the MSEA staff liaison and the MSEA Board of Directors liaison. Assist with preparation of the MSEA Representative Assembly annual report and provide input on behalf of the committee to the two-year budget planning process.
- Ensure that minutes, attendance records, updates, and reports are submitted in a timely manner in accordance with MSEA policy and rules and procedures.
- In collaboration with the committee, recommend to the MSEA president individual(s) to participate in regional or national conferences related to committee charges when requested.

### Staff Liaison

- Enhance the operations of the committee by providing advice, resources, and liaison with other committees. The MSEA executive director shall assign and ensure MSEA staff assistance at all meetings unless otherwise directed by the MSEA Board of Directors. MSEA staff members shall assume responsibility for preparation and/or distribution of committee materials within limits established by the budget or by the MSEA Board of Directors.
- Provide guidance to the committee chair in carrying out the work of the committee in accordance with the charges, including setting meeting dates and agendas, and submitting meeting attendance and minutes to the appropriate MSEA staff by established deadlines.
- Determine venues, materials, speakers, etc. with input from the committee, guidance from MSEA governance as appropriate, and approval from the assigned manager.

### Board Liaison

- Serve as a positive conduit between the committee and the MSEA Board of Directors and seek clarification on matters through the MSEA president.
- Provide guidance to the committee through the chair and MSEA staff liaison from the MSEA Board of Directors/ governance perspective.
- Help to ensure two-way communications between the committee and the MSEA Board of Directors, and request to be on the MSEA Board of Directors agenda through the MSEA president, as needed.
- Attend committee meetings and events as a non-voting member of the committee and assist with the work of the committee.

### Committee Liaisons to Other Committees

- Committee members of appointed committees shall be selected annually by members of their designated committee to serve in the role of liaison as specified in the committee's composition.
- Committee liaisons attend the Leadership Development Committee (LDC) meetings when called and are expected to foster two-way communication between respective committees in order to plan events and activities efficiently and collaboratively.
- Committee liaisons to the LDC are non-voting members of the committee.
- Committee liaisons to the MSEA health fair and Martin Luther King, Jr. celebration are expected to provide suggestions and support to the appointed MSEA staff liaison, including working at the events in roles as determined by the work group and MSEA staff liaison.

# Rules and Procedures

In order to facilitate committee work and ensure consistency throughout all MSEA committees, task forces, cadres, councils, and workgroups, the following rules, procedures, and expectations apply to all committees and members.

## COMMITTEE APPOINTMENTS

- All committee appointments are made in adherence with MSEA bylaws and policies. Unless otherwise stated in governing documents, all committee chairs, members, and MSEA Board of Directors liaisons shall be recommended by the MSEA president and approved by the MSEA Board of Directors.
- Committee member appointments are for two-year terms. Members not reappointed to a committee are eligible to be appointed to serve a two-year term on another MSEA committee.
- Committee terms shall commence on September 1 of each year, unless otherwise designated in MSEA governing documents or appointed during the year.
- Upon approval of the recommendation, selected members shall be sent notification from the MSEA president acknowledging the appointment with the following information: the name of the committee, the chair and MSEA staff liaison contact information, the committee acceptance form, and the MSEA Committee Handbook.
- Upon receipt of a signed committee acceptance form from the appointed committee member, respective committee chairs and MSEA staff liaisons will be notified and provided contact information of the new committee members.

- Removal of committee members shall be made in adherence with MSEA bylaws and policies. Upon approved removal, a removal notification letter from the office of the MSEA president shall be sent to the member and copied to the appropriate committee chair and staff liaison.
- In the instance that a committee member resigns, the individual receiving the notification shall notify the MSEA president. A confirmation notification indicating receipt of the resignation shall be sent from the office of the MSEA president to the member and copied to the appropriate committee chair and staff liaison.

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## COMMITTEE MEMBER ATTENDANCE

- Committee members are expected to attend all committee meetings and events in accordance with the approved yearly action plan.
- It is the responsibility of the committee chair to take attendance. It is the responsibility of the MSEA staff liaison to post the attendance record on the designated server site within 10 calendar days of each committee meeting.
- Committee members are required to contact the designated MSEA staff at least a week in advance of scheduled meetings/ events if they are unable to attend. Emergencies will always be taken into consideration.
- Frequent late arrivals or early departures by committee members may constitute an absence.
- A committee member who misses more than two meetings/ events during a fiscal year can be recommended for removal by the MSEA president and presented to the MSEA Board of Directors for approval.
- Committee members are active members of the committee when attending committee events, not attending as event participants.

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## COMMITTEE MEETING AND EVENT NOTIFICATION

- Committee members are responsible for providing the committee chair and MSEA staff liaison with their phone numbers and email addresses to ensure clear communication.
- Committee chairs and MSEA staff liaisons are responsible for ensuring meeting/event electronic notifications and reminders are sent to committee members at least a month in advance of such meetings/events.
- Committees meetings are to be scheduled as needed, up to five in a fiscal year. Additional meetings may be called, if needed, with the approval of the MSEA president.
- In case of inclement weather or facility issues at the site of the meeting, a decision to cancel a meeting or event will be made after consultation among the MSEA staff liaison, committee chair, and assigned manager. If a meeting or event is cancelled, the MSEA staff liaison will ensure that all committee members and participants are contacted. If committee members are in doubt about the weather or possible cancellation, they should contact the MSEA staff liaison prior to leaving for the meeting/event location.

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## COMMITTEE MEETING LOCATIONS AND DATES

- Based on the central location of MSEA headquarters, insurance coverage, and resources available, all face-to-face committee meetings are to be held at MSEA headquarters or virtually unless an alternate location receives prior approval by the MSEA president. It is recommended that committees outline in their submitted action plans the type of committee meetings necessary to best facilitate committee work.
- MSEA staff liaisons are responsible for ensuring meeting locations are reserved in advance.
- Committee meetings are not to be held on MSEA-designated holidays.

- If after business hours, MSEA's parking lot may be used. MSEA staff liaisons are responsible for securing parking tags for the back parking lot in advance, if needed, and ensuring committee members can enter the building. The MSEA parking lot shall not be used by committees during business hours. Committee members are encouraged to park at the Noah Hillman Parking Garage off Main Street for meetings and events held at the MSEA headquarters.
- Committee members and staff liaisons are responsible for appropriately disposing of trash, turning out lights, and securing the building at the conclusion of meetings/events.

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## COMMITTEE MEETING AGENDAS, MATERIALS, MINUTES, AND FOOD

- Committee chairs, in collaboration with the MSEA staff liaison and committee members, are responsible for setting meeting agendas, notifying the MSEA staff liaison of suggested materials, and ensuring minutes of each meeting are kept.
- Meeting agendas are to be emailed to the MSEA president or designee 10 calendar days before committee meetings and uploaded on the designated server.
- Unless inconsistent with MSEA bylaws and special Rules of Order, Roberts Rules of Order, latest revision, shall prevail at all meetings of the MSEA Retired Advisory Council and committees of the association.
- MSEA staff liaisons are responsible for posting committee meeting minutes on the designated server site within 10 calendar days of committee meetings.
- MSEA staff liaisons are to submit to the MSEA Board of Directors a progress report regarding the implementation of the committee's action plan no later than March 1 of each year, and a final assessment no later than September 15.
- To best plan for food and materials, MSEA staff liaisons shall request committee member commitments prior to each meeting/event.

- MSEA's established policy is \$20 per person for lunch and \$25 per person for dinner for meetings held at MSEA headquarters. MSEA staff liaisons are responsible for adherence to this guideline.
- For those committee members who serve on a committee that has functions or work offsite, funding allocation information for such events will be provided in advance by the MSEA staff liaison, after approval from the MSEA chief financial officer.
- Committee members with special dietary restrictions are responsible for notifying the MSEA staff liaison. Every reasonable attempt will be made to accommodate dietary restrictions.
- All committee members and staff liaisons are responsible for the clean-up of meals and snacks.

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## COMMITTEE EXPENSE REIMBURSEMENT

- All committee work must have prior approval through the submission of the two-year action plan.
- In order to receive reimbursement for expenses incurred, committee members are required to submit the appropriate MSEA expense voucher to the MSEA staff liaison no later than 30 calendar days after the meeting/event for which they are seeking reimbursement.
- Expense vouchers must be accompanied with appropriate receipts, except for mileage. Mileage expenses must include mapquest or similar documentation. Tolls over \$10 must be accompanied with a receipt. For members using E-ZPass for tolls, print the E-ZPass billing log, with the reimbursement date and amount highlighted and submit with expense voucher.
- Whenever it is necessary for a person to travel a distance greater than 100 miles one way, or after midnight or before 7 a.m., for a one-day event MSEA will reimburse the traveler for hotel expenses. On all such occasions, rooming is based on double occupancy. A receipted bill must be attached to the expense voucher if the expense was not included in the master bill. When travelers request single accommodations, advance payment is required. The above must be authorized by the MSEA staff liaison prior to any one-day event.

- Should a committee member become ill or have an emergency after the cancellation deadline for the hotel room, it is the responsibility of the committee member to contact the MSEA staff liaison. Failure to contact the MSEA staff liaison before the event, will result in the committee member being charged any costs incurred by MSEA for the room.

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## COMMITTEE BUDGETS

- Committee chairs and MSEA staff liaisons will receive the approved committee expenses reflected in the two-year budget following each spring meeting of the MSEA Representative Assembly. The MSEA vice president will contact the committee chairs and MSEA staff liaisons to provide this information.
- All MSEA committees are expected to stay within the approved budget allocation for each fiscal year.
- Changes to scope of work previously approved in the two-year action plan must be approved by the MSEA president and made available to the MSEA Board of Directors.
- If a committee determines that expenses may/will exceed the approved total committee budget, a written request with details for such request must be provided to the MSEA Board of Directors prior to the overage.
- Committee chairs, through the MSEA staff liaison, will be provided quarterly updates on committee expenses.

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## COMMITTEE EVENTS AND ACTIVITIES

- All committee events and activities are to be reflected in the approved two-year action plan that corresponds to the approved MSEA two-year budget.
- In order to best plan and carry out committee events/activities, committee chairs are encouraged to complete an event/activity form in advance in collaboration with the entire committee. The form helps to ensure that all tasks are identified, distributed among all committee members, and carried out in a timely manner.
- Release time for committee members must be budgeted for in the two-year action plan. If release time is required and provided for in the approved budget for committee members working an event/activity, all such requests must be submitted through the MSEA staff liaison to the MSEA president or designee for approval at least 30 days before an event/activity. At the time a release request is submitted to a school system for a member, the member will receive an electronic copy. MSEA will not be held accountable for any payment of substitutes or provide release letters for individuals if the above is not followed.
- MSEA officers should receive notification via email of all committee events/activities. If MSEA officers are expected to provide greetings or play a role in the event/activity, it is the responsibility of the MSEA staff liaison to check with the appropriate governance staff to secure the calendar date, clarify the role of the officer(s), and confirm attendance.

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## COMMITTEES, TASK FORCES, CADRES, COUNCILS, AND WORKGROUPS CREATED BY MSEA BOARD OF DIRECTORS, MSEA PRESIDENT, OR A NEW BUSINESS ITEM

- The term “committee” throughout this handbook applies to MSEA committees, task forces, cadres, councils, and workgroups. All shall follow the rules and procedures outlined in this handbook as appropriate or otherwise stated in bylaws or policy.
- Committees/task forces/cadres/councils/workgroups created by an MSEA new business item are in existence for one year, unless extended by the MSEA Board of Directors.
- Committees/task forces/cadres/councils/workgroups created by the MSEA Board of Directors or the MSEA president shall be established with a defined mission and timeline.



# Charges and Composition

## BUDGET COMMITTEE

- Oversee association budget development for the purpose of ensuring continued financial stability and cost-effective delivery of services and programs to members.
- Review a plan to solicit input from members, committee chairs, and MSEA staff before developing the proposed two-year budget.
- Review and modify the association's budget to align with MSEA's Strategic Priorities, in order to submit a proposed two-year budget to the MSEA Board of Directors by the March scheduled meeting.
- Oversee a mid-two-year budget review in order to advise the MSEA Board of Directors on any potential adjustments.



*MSEA treasurer (chair), 4 additional MSEA directors, 4 local affiliate presidents (at least one of whom shall be the president of an ESP local affiliate).*

## BYLAWS AND RULES COMMITTEE

- Receive, prepare, and introduce to the MSEA Representative Assembly proposed bylaw amendments for consideration, in accordance with current MSEA bylaws.
- Review and present to the delegates the rules of order to the MSEA Representative Assembly, including any recommended amendments.
- Design and carry out a plan to provide support throughout the year and during the MSEA Representative Assembly to members and delegates wishing to advance an amendment, including notification of appropriate deadlines.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, and 5–10 members representing various membership categories and in accordance with MSEA policy.*

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## CONVENTION ARRANGEMENTS COMMITTEE

- Plan for the annual and any special meetings of the MSEA Representative Assembly, including input into the venue, events, and logistics, and its related convention activities and social activities.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 2 subcommittee chairs, 2 subcommittee MSEA staff liaisons, and up to 15 members per subcommittee representing various membership categories and in accordance with MSEA policy. Note: Members serving on this committee may not serve as delegates to the MSEA Representative Assembly.*

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## EARLY CAREER EDUCATORS COMMITTEE

- Conduct outreach to members with 1-10 years of experience to gauge areas of concern, interest, and need for professional development;
- Analyze feedback from outreach to prioritize areas for discussion, planning, and action;
- Work with MSEA staff to develop professional development targeted to members with 1-10 years of experience utilizing current and/or proposed venues; and
- Make recommendations to MSEA leadership for continued work.



*Committee chair, MSEA board liaison, MSEA staff liaison, and 7-12 members representing various membership categories and in accordance with MSEA policy.*

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## EDUCATION SUPPORT PROFESSIONALS (ESP) ORGANIZING COMMITTEE

- Promote and enhance communication to and from MSEA and local ESP affiliates to assist with: developing collective bargaining goals and sample language; sharing best practices for membership organizing and growth; and, identifying pertinent issues impacting ESPs.
- Promote and enhance communication to and from local ESP organizing committees in order to assist in their creation and/or development at the local level.
- Develop an ESP recognition program that includes working with local affiliates to promote a county-wide ESP of the Year Award.
- Work with the Leadership Development Committee to align and inform planning for the ESP Professional Development Day.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1 member liaison to the Leadership Development Committee, and 7-12 members representing various membership categories and in accordance with MSEA policy.*

## FUND FOR CHILDREN AND PUBLIC EDUCATION COMMITTEE

- Develop questionnaires to be approved by the MSEA Board of Directors for endorsement of candidates for General Assembly and statewide offices.
- Work together with local affiliate leaders and MSEA staff to develop and implement a statewide strategic plan for increasing the number of recurring contributors to the fund, and the amount given by all contributors.
- Receive General Assembly endorsements from local affiliates and provide lists of recommended candidates to the MSEA Board of Directors for final action.
- Develop and revise, as appropriate, guidelines for distribution of funds.



*3 MSEA officers, up to 3 MSEA directors, up to 3 local association presidents, and additional members at-large (Maximum 15 total members). Note: MSEA directors not to exceed 40% of committee membership.*

## HUMAN AND CIVIL RIGHTS (HCR) COMMITTEE

- Work to garner information from MSEA members and leaders, NEA, governmental and non-governmental agencies, professional and private organizations to identify current issues and trends impacting the human and civil rights of our students and members, to include, but not be limited to: institutional racism; the school to prison pipeline; and restorative practices. Share with and recommend to the MSEA Board of Directors and assist with engaging members on possible legislative, regulatory, or policy changes to eliminate or promote identified practices.
- Promote and enhance communication to and from local HCR committees in order to assist in their creation and/or development at the local level.
- Through designated committee representatives, work in collaboration with the Minority Affairs and Women's Concerns committees in planning and implementing the Dr. Martin Luther King, Jr. Celebration and the MSEA annual convention health fair.
- Review the applications for the MSEA Human and Civil Rights Awards and the MSEA Human and Civil Rights Grants and make recommendations to the MSEA Board of Directors for approval at its November meeting.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1-2 member liaisons to the Dr. Martin Luther King, Jr. Celebration workgroup, 1-2 member liaisons to the health fair planning workgroup, and 6-11 members representing various membership categories and in accordance with MSEA policy.*

## INSTRUCTION AND PROFESSIONAL DEVELOPMENT (IPD) COMMITTEE

- Confer with the MSEA Board of Directors and other MSEA leaders and other staff who may influence MSEA positions, policies, and statements on various areas of professional development and learning. These may include: professional conferences, book/article reviews, discussions, and reflection on data-based research, etc.
- Collaborate with MSEA's Center for Organizing and Advocacy and leaders to develop and carry out a strategic professional development plan for all educators.
- Promote and enhance communication to and from local IPD committees in order to assist in their creation and/or development at the local level.
- Work with the Leadership Development Committee to align and inform planning for IPD Committee sessions and professional development.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1 member liaison to the Leadership Development Committee, and 5–10 members representing various membership categories and job titles within the profession, and in accordance with MSEA policy.*

## LEADERSHIP DEVELOPMENT COMMITTEE

- Collaborate and work with MSEA leadership, MSEA staff, and committees to generate a yearly continuum of strategic association leadership development opportunities for all educators.
- Provide support and input into the execution of the Summer Leadership Conference and Emerging Leaders Training.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, and 8–13 members representing various membership categories and in accordance with MSEA policy. Note: At least one meeting yearly must include liaisons from IPD, ESP Organizing, MAC, Women's Concerns, and Membership Organizing.*

## LEGISLATIVE AND CITIZENSHIP COMMITTEE

- Prepare a state legislative program, with input from local affiliates, for adoption by the MSEA Representative Assembly coinciding with the General Assembly terms of office.
- Prepare and submit annually for approval to the MSEA Board of Directors MSEA Legislative Priorities and develop a lobbying plan to include a broad-based outreach to members, local affiliates, and education stakeholders statewide.
- Make recommendations to the MSEA Board of Directors on legislative matters during the course of the General Assembly consistent with association policy.
- Partner with organizations and coalitions on issues/bills of common interest.
- Recommend to the MSEA president and NEA directors possible amendments to the NEA Legislative Program.



*All MSEA directors, all local affiliate presidents, chair of MSEA Fund for Children and Public Education, MSEA staff liaison, and up to 10 additional MSEA members in accordance with MSEA policy.*

## MEMBERSHIP ORGANIZING COMMITTEE

- Develop and distribute organizing strategies, materials, and opportunities to locals in order to increase and maintain market share and engage members in association activities.
- Develop membership recognition and incentive programs as outlined in MSEA policy and approved by the MSEA Board of Directors.
- Work with the Leadership Develop Committee to align and inform planning for the Membership Organizing Workshop.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1 member liaison to the Leadership Development Committee, and 7–12 members representing various membership categories and in accordance with MSEA policy.*

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## MINORITY AFFAIRS COMMITTEE

- Recommend outreach strategies to leadership to enhance minority representation at and participation in MSEA and NEA events, trainings, and activities and serving in a leadership role. Actively assist in the identification and recruitment of local minority leaders.
- Share with the MSEA president and Board of Directors issues of particular interest to minorities and education stakeholders with suggestions on how to address them.
- Administer the recognition process for the Minority Recognition awards, in accordance with MSEA policy.
- Review bi-annually with the MSEA vice president the continuing implementation of MSEA's Member Involvement Affirmative Action Plan.
- Recommend to the MSEA president, MSEA Board of Directors, and to local minority affairs committees, relationships to cultivate in the minority community to complement MSEA priorities.
- Promote and enhance communication to and from local minority affairs committees in order to assist in their creation and/or development at the local level.
- Work with the Leadership Development Committee to align and inform planning for the Minority Leadership Training.
- Through designated committee representatives, work in collaboration with the Women's Concerns and Human and Civil Rights committees in planning and implementation of the MSEA annual convention health fair and the Dr. Martin Luther King, Jr. Celebration.
- Review the applications for the MSEA Black Lives Matter in School grants and the MSEA Minority Recognition Awards and make recommendations to the MSEA Board of Directors for approval at its November meeting.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1 member liaison to the Leadership Development Committee, 1–2 member liaisons to the Dr. Martin Luther King, Jr. Celebration workgroup, 1–2 member liaisons to the health fair planning committee, and 5–10 members representing various membership categories and in accordance with MSEA policy.*

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## NOMINATIONS AND CREDENTIALS COMMITTEE

- Recommend to the MSEA Representative Assembly nominations and elections guidelines establishing rules and regulations governing all MSEA conducted elections which reflect the principles of one person-one vote, secret ballot, open nominations, and the broadest possible participation of members in the elections process.
- Conduct association elections in accordance with approved guidelines.



*Committee chair(s), MSEA staff liaison, and 9–14 members representing various membership categories and in accordance with MSEA policy.*

## RESOLUTIONS COMMITTEE

- Recommend to the MSEA Representative Assembly proposed amendments to MSEA resolutions that are:
  - Based on proposals solicited from members, committees/ task forces, and/or the MSEA Board of Directors;
  - Reflective of amendments of resolutions adopted by the NEA Representative Assembly;
  - Reflective of the strategic priorities of MSEA; and
  - Based on input and/or research-supported references
- Review and edit existing MSEA resolutions to ensure relevance and to reflect current terminology and practice.



*Committee chair, MSEA board liaison, MSEA staff liaison, and 8–13 members representing various membership categories and in accordance with MSEA policy*

## RECRUITMENT AND RETENTION OF EDUCATORS OF COLOR TASK FORCE

### Recruitment

- Work with education partners to promote the establishment of pilot programs and/or support existing programs at the secondary level focused on recruiting future educators of color across various job classifications. At the post-secondary level, include coordination with other MSEA programs focused on recruiting educators of color.
- Engage with current education support professional members of color to identify ways to recruit and support those interested in becoming educators.

### Retention

- Develop a list of research-based recommendations and best practices focused on supporting diversity, equity, and inclusion, and retaining educators of color across all job functions and levels of experience that can be used to meet stated requirements found in the Blueprint for Maryland's Future or could be in alignment with the programmatic requirements and funding supports contained in the Blueprint.
- Develop recommendations to address challenges educators of color face related to certification, training/skill development, and professional growth opportunities.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 7–10 members representing various membership categories and in accordance with MSEA policy.*

## RETIRED ADVISORY COUNCIL

- Be responsible to the MSEA Board of Directors;
- Develop written guidelines by which the MSEA Retired Advisory Council operates;
- Hear reports from the assigned MSEA Board of Directors liaison;
- Recommend MSEA Retired Advisory Council goals, objectives, and program priorities to the MSEA Board of Directors; and
- Provide assistance in the implementation of the MSEA Retired Advisory Council goals, objectives, and programs in coordination with the assigned MSEA staff liaison.



*Nine at-large members elected from the retired and emeritus membership according to MSEA bylaws. The officers of the MSEA Retired Advisory Council shall consist of a chairperson, vice chairperson, and a secretary. Said officers are to be elected annually by and from the MSEA Retired Advisory Council at the first meeting after August 1.*

## WOMEN'S CONCERNS COMMITTEE

- Oversee the recognition process for the Dorothy Lloyd Award, in accordance with MSEA policy.
- Share with the MSEA president and MSEA Board of Directors issues of particular interest for women and girls with suggestions on how to address them.
- Work with the Leadership Development Committee to align and inform planning for the Women's Leadership Training.
- Through designated committee representatives, work in collaboration with the Minority Affairs and Human and Civil Rights committees in the planning and implementation of the MSEA annual convention health fair and the Dr. Martin Luther King, Jr. Celebration.



*Committee chair(s), MSEA board liaison, MSEA staff liaison, 1 member liaison to the Leadership Development Committee, 1-2 member liaisons to the Dr. Martin Luther King, Jr. Celebration workgroup, 1-2 member liaisons to the health fair planning workgroup, and 5-10 members representing various membership categories and in accordance with MSEA policy.*



# Event and Activity Guiding Questions

The questions below are a guide to assist committees in embracing MSEA's Why Statement and align discussion, goals, and events with MSEA's Strategic Priorities early in the planning process.

As each committee collaborates on a focused two-year action plan, it is recommended that members refer frequently to their committee's specific charge and how it relates to MSEA's Strategic Priorities and Why Statement, and diligently use MSEA resources and the MSEA committee action plan template.

All committee events and related materials must adhere to Policy 209: Utilizing a Race Equity Lens for Communications and Policy 210: Event Promotion Review Process.

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DOES THIS EVENT/ACTIVITY ENHANCE MSEA'S WHY STATEMENT?

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DOES THIS EVENT/ACTIVITY ALIGN WITH ONE OR MORE OF THE MSEA STRATEGIC PRIORITIES?

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DOES THIS EVENT/ACTIVITY FALL WITHIN THE COMMITTEE'S CHARGES? WHAT IS THE GOAL/ PURPOSE OF THIS EVENT/ACTIVITY?

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WHO IS THE INTENDED TARGET AUDIENCE OF THIS EVENT/ACTIVITY?

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WHAT ARE THE ROLES OF THE COMMITTEE MEMBERS AND LIAISONS IN CARRYING OUT THIS EVENT/ACTIVITY?

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WHAT ARE THE NEXT STEPS OR FOLLOW UP REQUIRED FOR THIS EVENT/ACTIVITY? BY THE COMMITTEE? BY PARTICIPANTS?

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DURING THE EVENT/ACTIVITY, HOW WILL FEEDBACK BE SOLICITED FROM PARTICIPANTS?

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FOLLOWING THE EVENT/ACTIVITY, WHAT REFLECTION BY THE COMMITTEE WILL BE DONE? HOW WILL THE COMMITTEE USE THE REFLECTION FOR FUTURE EVENTS/ACTIVITIES?

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HOW WILL THE GOALS, PARTICIPANT FEEDBACK, AND COMMITTEE REFLECTIONS OF THE EVENT/ACTIVITY BE SHARED WITH THE MSEA BOARD OF DIRECTORS?

**Notes**



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