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SOUTH MOUNTAIN PARTNERSHIP LEADERSHIP COMMITTEE ROLES AND RESPONSIBILITIES

South Mountain Partnership's Vision and Mission

A broad coalition of partners in portions of Adams, Cumberland, Franklin, and York counties, the South Mountain Partnership envisions a future of... a landscape of conserved resources and vibrant communities sharing a common sense of place and collaborating on well-planned growth and sustainable economic development.

The Partnership's mission is to conserve landscape resources to enrich the quality of life and sense of place of the South Mountain region's citizens and communities.

The Partnership identifies three primary goals: Conservation of Landscape Resources, Promotion of Landscape Resources and Connections Across the Landscape.

Roles and Responsibilities

The Leadership Committee works to build solutions that address conservation challenges in the South Mountain landscape by coordinating work with the South Mountain Partnership (SMP) Director, the Internal Lead of the Pennsylvania Department of Conservation and Natural Resources (DCNR), and the Appalachian Trail Conservancy (ATC). It meets every other month, providing direction and support to the Partnership staff, as well as the strategic direction to the South Mountain Partnership in order to achieve its mission and vision. The Leadership Committee was convened in 2011 to ensure direct partner engagement in the work of South Mountain Partnership and represents the diversity of partners and interest areas of the broader South Mountain landscape, while also reflecting the region's geography.

Responsibilities assigned to the Leadership Committee of the South Mountain Partnership may include any of the following:

- **Strategic Direction** - influences and maintains the South Mountain Partnership's strategic direction;
- **Programming** - provides advice concerning the design, planning, and execution for SMP's programs;
- **Subcommittees** - serves on at least one subcommittee and may develop subcommittees which have assigned tasks in specific areas. Subcommittees may be short-lived according to a specific assignment or ongoing.
- **Policy** - makes recommendations or helps to create policies which provide direction and support for the staff as needed. Although the Leadership Committees cannot act alone to create legally binding policies for the organization, it can work along with staff to do so.



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- **Public Relations** - uses influence to effectively plan and implement public relations in order to spread the word about The SMP's programs and services.
- **Funding Leadership** - the Leadership Committee has the authority from the South Mountain Partnership director, the Appalachian Trail Conservancy and the Department of Conservation and Natural Resources' Internal Lead to help secure funds for the South Mountain Partnership.
- **Other Tasks** - can address a specific organizational need via subcommittees.
- **Annual Review** - performs annual review of its own work and performance.



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LEADERSHIP COMMITTEE MEMBER JOB DESCRIPTION AND TERM LIMITS

JOB DESCRIPTION

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Position Summary

Leadership Committee members represent the diversity of stakeholders and industries as well as geographic areas throughout the South Mountain landscape. Committee members participate in and help to oversee the work of subcommittees. Members also help influence and maintain the South Mountain Partnership's strategic direction. Please refer to Roles and Responsibilities on page 1.

Time Commitment

Leadership Committee members should expect to spend five-to-ten hours each month on South Mountain Partnership activities.

Minimum Requirements

- Attends in-person at least four of the six annual bi-monthly Leadership Committee meetings that are held throughout the region to review updates on the Partnership's programs and to weigh in on any decision making;
- Serves on at least one subcommittee;
- Helps to recruit applicants for and promote the South Mountain Mini-Grant Program;
- Helps to refine and lead the strategies and objectives as defined in the SMP strategic plan(s);
- Assists in finding funding for projects;
- Advocates for and educates others about the South Mountain Partnership and its work;
- Communicates with political officials on the importance and value of the Partnership (barring any conflict of interest);
- Any additional duties the Leadership Committee agrees to take on;
- Attends SMP core events, such as the three annual partnership-wide meetings;
- Keeps confidential matters confidential until approved for disclosure.



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Knowledge, Skills, and Abilities

Leadership

Supports, encourages and takes action to assist the South Mountain Partnership. Prioritizes their work with the Partnership to move projects forward. Inspires and motivates others.

Organizational Knowledge

Knowledgeable of South Mountain Partnership guiding principles, programs, and events. Becomes knowledgeable of South Mountain Partnership strategic planning and guiding documents.

Relationships

Works and communicates with South Mountain Partnership staff, the Department of Conservation and Natural Resources' Internal Lead, Appalachian Trail Conservancy staff, other Leadership Committee members, and Partners.

Communication

Excellent communication skills, including the ability to handle conflict and confrontation while remaining focused on building solutions to conservation challenges. Ability to respond to inquiries from South Mountain Partnership staff, the Department of Conservation and Natural Resources' Internal Lead, Appalachian Trail Conservancy staff, Partners, and other Leadership Committee members promptly.

TERM LIMITS

A Leadership Committee member may serve up to two (2) three-year terms, for a total of six years.



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SUBCOMMITTEE JOB DESCRIPTION AND TERM LIMITS

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Position Summary

Subcommittees are established by the South Mountain Partnership (SMP) Leadership Committee along with the South Mountain Partnership (SMP) Director, the Internal Lead of the Pennsylvania Department of Conservation and Natural Resources (DCNR), and the Appalachian Trail Conservancy (ATC) and work specifically on moving forward SMP initiatives, programs, events, and/or tasks. Members work alongside Leadership Committee members and staff to build solutions that address conservation challenges in the South Mountain landscape and take action to complete specific ongoing tasks of the SMP and foster the ongoing growth of the SMP.

Subcommittees meet every other month.

Minimum Requirements

- Awareness of South Mountain Partnership guiding principles, programs, and events;
- Spends the time and effort necessary to be knowledgeable on current events and issues that affect the subcommittee;
- Keeps sensitive and confidential matters confidential until approved for disclosure;
- Attends and actively participates no less than five of the six annual subcommittee meetings, whether in-person or by conference call;
- Takes prompt action on items needed to advance the mission of the subcommittee.

Knowledge, Skills, and Abilities

Organizational Knowledge

Knowledgeable of South Mountain Partnership guiding principles, programs, and events. Becomes knowledgeable of South Mountain Partnership strategic planning and guiding documents.



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Relationships

Works and communicates with South Mountain Partnership staff, the Department of Conservation and Natural Resources' Internal Lead, Appalachian Trail Conservancy staff, other Leadership Committee members, and Partners.

Communication

Excellent communication skills, including the ability to handle conflict and confrontation while remaining focused on building solutions to conservation challenges. Ability to respond to inquiries from South Mountain Partnership staff, the Department of Conservation and Natural Resources' Internal Lead, Appalachian Trail Conservancy staff, Partners, and other Leadership Committee members promptly.

TERM LIMITS

If the subcommittee is not an ad hoc committee, then a subcommittee member serving on a standing committee may serve up to two (2) three-year terms, for a total of six years.

SUBCOMMITTEE CHAIR JOB DESCRIPTION

Knows how to lead a group through a decision-making process. Set vision for the year. Set dates and locations for meetings. Provide a timeline for activities. Ensure that minutes are taken at each subcommittee meeting. Represents subcommittee and South Mountain Partnership in public settings.

Responsible for moving forward the mission of the subcommittee and South Mountain Partnership missions by:

- Delegating responsibilities to members;
- Handling administrative responsibilities;
- Conducting effective and efficient democratic meetings - produces and distributes agenda ahead of the meeting and begins and ends the meeting on time;
- Preparing items for the subcommittee;
- Ensuring that the work of the subcommittee is done promptly;
- Ensuring minutes for report subcommittee activity back to the Leadership Committee;
- Helps to find his/her replacement for chair of the subcommittee;
- Utilizes the resources available through the South Mountain Partnership network.



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SUBCOMMITTEES (preliminary)

Communications - *Works with staff and other subcommittees to implement the South Mountain Partnership Communications Plan, informs the South Mountain region about SMP and Partner activities and events. Issues press releases and contacts media outlets to insure media coverage. Monitors the presentation of the South Mountain Partnership brand...*

Conservation - *Advocacy, position papers, initiatives...*

Organizational Development - *Works with staff on procedure, and the roll-out of the new structure would happen here...*

Programs - *Events, Mini-Grant Program, Power-of-the-Partnership Annual Celebration, Spring and Fall Meetings, Speakers Series...*