

SAMPLE Committees of the Board  
For Practice Groups

**Note: Committees are described in more detail to help support leadership of those committees, and to help the group as a whole grasp a broader view of the work to be done, to encourage active participation. The language is deliberately descriptive and not prescriptive.**

Executive Committee – those of 3 professions mandated by Collaborative Protocols – sometimes one or more additional members – President, [Vice President – often incoming President], Past President, Secretary and Treasurer – if Practice Group includes Collaborative Trusts & Estates ensure that Trusts & Estates professionals are equitably represented on on the Executive Committee.

### **COMMITTEES**

All Professional Members are required to volunteer to chair and/or actively serve on *no less than* one Committee of the Board. Associate and Provisional Members are also required to co-chair and/or actively serve on no less than one committee.

Active investment in committee work is critical: to our effective functioning, to keep our dues reasonable, and to ensure inclusive, equitable membership. Active participation in committee work also forges the strong personal and collegial relationships that generate referrals and create a solid community network within any practice group.

The Executive Committee may appoint standing and ad hoc committees as necessary, such as the Membership Committee, Programs/Events Committee, Marketing Committee (e.g. Website Subcommittee, Content Marketing Subcommittee and Social Media Subcommittee, Advertising Subcommittee), Divorce Options and Trusts & Estates Options Committees, etc. The Diversity Committee shall be a committee of the [Practice Group] Board at all times.

Committee Chairs may propose and get committee consensus to hone and prioritize annual goals, define what a “win” would be for the committee and [Practice Group], and submit related budgets to the Board.

#### **I. Diversity Committee**

*As an organization committed to social justice, [Practice Group] affirms a duty to embody social justice systemically and to be the systemic justice we wish to see in the social systems with which we are inextricably interrelated.*

[Practice Group] and its representatives shall honor an *unqualified commitment* to diversity, equity and inclusivity, as well as the principles of mutual respect, social justice and environmental protection which this commitment implies.

Therefore, a Diversity Committee shall be a Committee of the [Practice Group] Board that

further and upholds this unqualified commitment by, for example, working to ensure our members, staff, community partners, volunteers and populations served are diverse and reflect the members and interests of our broader communities. The Diversity Committee's guidance is considered when setting policy, hiring, making appointments, procuring goods and services, marketing, soliciting memberships and donations, providing written materials and all other actions that affect [Practice Group]'s impact on and its collaborations with the broader community. To help us hold our commitment to diversity in mind, one member of each Board Committee shall be selected by that committee based on diversity-related interest, experience and training to serve and liaison with the Diversity Committee.

In addition, the Diversity Committee shall establish protocols for managing in-house concerns related to diversity and social justice, and create an evolving Honoring Diversity Statement to be listed on the website, including, for example: the Diversity Committee's specific functions, Definitions, Acknowledgements of Presuppositions, Mission, Approach, and Goals.

## **II. Membership Committee**

The **Membership Committee** may address issues of the membership, such as:

1. Collects annual attestation forms by December 1 of each year ensuring compliance with each of the bylaws-specific membership requirements before January 1;
2. Forms a Screening Subcommittee that creates and reviews applications for different levels of membership and different professions, creates protocols for standardized interviews within those professions, and provides recommendations to the membership regarding acceptance of new member applications;
3. Collaborates and proactively pursues and follows guidance from the Diversity Committee in all member recruitment efforts;
4. Welcomes and reaches out to support and include new members while soliciting similar efforts from existing members identified as a "good match" to usher in new individual [Practice Group] members;
5. Creates Conflict Management protocols (evidence-based when possible), in collaboration with the Diversity Committee for managing non-diversity as well as diversity-related conflicts between [Practice Group] Members, Team Members, and between Team Members and Clients;
6. After referring to and supporting members' use of established protocols for conflict management, brings private member concerns to the attention of the leadership most likely to provide effective and respectful help, in accordance with said protocols;
7. Annually or bi-annually assesses and surveys the overall effectiveness of the practice group's functioning (e.g. member satisfaction, [Practice Group] members' degree of engagement, group dynamics) and offers specific positively-stated recommendations to [Practice Group]; and,
8. Establishes and provides standardized exit interviews to help identify actionable, constructive feedback to address future member retention.

### III. Programs & Events Committee

The **Programs & Events Committee** may annually, *for example*, provide:

1. One in-house, online training, and 2-3 online programs and/or events for the professional community, including a Diversity-related training or workshop (in collaboration with the Diversity Committee).
2. Set up fun, social events for all [Practice Group] members at least twice a year, and facilitate as well as manage ongoing in-house networking efforts to strengthen members' connections (e.g. Zoom triads or quartets of [Practice Group] members that meet once a month for two months before being switched to another small group of people, ideally not already known well to one another).
3. Schedule Programs and Events after ensuring there are no conflicts with CPCal or LACFLA events.

### IV. Divorce Options Committee

Per our CPCal mandates, the Divorce Options Committee may collaborate with the Marketing Committee to provide at least one free, online, 1.5 hour monthly program (alternating both halves of the program each month or twice within the same month) or a full 3-hour program that aims to educate: the public, professionals working with families and family law clients in the courts, in accordance with CPCal requirements. Regularly scheduled DO workshops are scheduled at times that work for both MHPs and attorneys (often lunchtimes) and do not conflict with CPCal's existing schedule list of online DO Workshops for practice groups throughout CA. In addition, CPCal currently requests 2 Divorce Options Liaisons from each practice group attend monthly CPCal Divorce Options meetings on Thursday mornings.

### V. Trusts & Estates Options Committee

Per our CPCal mandates, the Trusts & Estates Options Committee may collaborate with the Marketing Committee to provide at least one free, online, 1.5 hour monthly program (alternating both halves of the program each month, or presenting twice within the same month) or a full 3-hour program that aims to educate: the public, professionals working with families and probate clients in the courts, in accordance with CPCal requirements. Regularly scheduled T & E Options workshops are scheduled at times that work for both MHPs and attorneys (often lunchtimes) and do not conflict with CPCal's existing schedule list of online T & E Options Workshops for practice groups throughout CA. In addition, CPCal may request that 2 Trusts & Estates Liaisons from each practice group attend monthly CPCal Trusts & Estates Options meetings.

### VI. Marketing Committee

The **Marketing Committee** may have, for example, **Subcommittees** and ensures that each addresses *both* Divorce/Custody as well as Trusts & Estates' interests and concerns, *such as*:

1. The **Website** Subcommittee which reviews and adds or edits content to the website, in collaboration with Diversity, and [Practice Group]'s webmaster;
2. The **Content Marketing** Subcommittee (e.g. blogs, interviewing members to create no less than monthly blogs for both Divorce and Trusts & Estates) to increase SEO for [Practice Group] website, and cross link member websites to the [Practice Group] website;
3. The **Advertising** Subcommittee – sends out **Monthly Email/Mailchimp** of [Practice Group] Programs/Events, Divorce Options, systematic featuring of [Practice Group] = members in both arenas of Collaborative Practice, and other [Practice Group] newsworthy matters;
4. The **Social Media** Subcommittee provides and works to ensure all members support [Practice Group]'s online marketing and presence (Facebook, LinkedIn, Google Reviews, Eventbrite, NextDoor, MeetUp, Google My Business, etc.), and coordinates with the Advertising Subcommittee and Diversity;
5. Marketing for **Divorce Options** as well as **Trusts & Estates Options**; and
6. The **Diversity/Social Justice** advocacy Subcommittee works in collaboration with the Diversity Committee and other committees to provide articles, including resource links on the Diversity Page of the [Practice Group] website (e.g. MothersEsquire), other related support for [Practice Group] Members, collaborations with other Collaborative and Community advocacy groups, and related client resources, etc.