

**Northeast Wisconsin Partnership for Children and Families
Steering Committee Responsibilities and Membership Policy
April 8, 2005**

Purpose: To identify the responsibilities and membership of the Steering Committee.

Policy: The Steering Committee, as defined in the NEW Partnership By-Laws, provides leadership and direction in developing policies and strategies related to training, fiscal, and operational aspects of the NEW Partnership, by participating in the following:

- Development of the annual strategic plan;
- Identification and development of long range goals and objectives;
- Review and approval of the annual training plan, strategic plan and budget;
- Review of the progress in achieving the goals and objectives outlined in the strategic plan;
- Review of fiscal operations;
- Formation, charge and appointment of representatives to NEW Partnership subcommittees to perform specific tasks;
- Replacement of vacancies on NEW Partnership standing committees;
- Identification of practice trends in child welfare that impact on training and the operations of the NEW Partnership;
- Appointment of representatives to serve on Search and Screen committees for the purposes of filling staff vacancies at the NEW Partnership; and
- Participation in the annual performance evaluation of the Director of the NEW Partnership by providing feedback to the Dean of the College of Professional Studies.

Membership: The Steering Committee is comprised of the following members:

- Counties – 8 members, appointed from the full membership of the Administrators’ Committee and selected from the four geographical areas identified below:

Group 1 (2 representatives)

Florence
Forest
Langlade
Lincoln
Marathon
Oneida
Vilas

Group 3 (2 representatives)

Door
Kewaunee
Marinette
Menominee
Oconto
Shawano

Group 2 (2 representatives)

Green Lake
Marquette
Portage
Waupaca
Waushara
Wood

Group 4 (2 representatives)

Brown
Calumet
Fond du Lac
Manitowoc
Outagamie
Sheboygan
Winnebago

- NEW Partnership staff – 3 staff members, including the director, training manager, and foster parent training manager (nonvoting members)
- Social Work Program staff – 1 chair from the BSW Program at UW-Green Bay or the Collaborative MSW Program from UW-Green Bay and UW-Oshkosh
- DCF staff – 2 representatives from the Northern and Northeastern regional offices (nonvoting members)

Terms: Steering Committee membership is confirmed at the Spring Administrators' Conference. Terms begin in July. Members serve at least a two (2) year term, with the opportunity to serve additional terms. Membership is staggered to assure continuity. Any agency and DCF administrator is welcome to attend any Steering Committee Meeting, and all will receive notification of and materials for all Steering Committee Meetings.

Meetings: The Steering Committee meets at least four times a year on dates set by the committee. The chair of the Steering Committee is elected by the Steering Committee members and serves a two year term. The chair will be elected at the next scheduled Steering Committee Meeting following the Spring Administrators' Conference in even numbered years. The NEW Partnership staff provides staff support in setting agendas, preparing and distributing materials, and making arrangements for all meetings. The NEW Partnership Director works closely with the chair of the Steering Committee. The Steering Committee shall follow all articles of the NEW Partnership By-Laws.

Rationale: An oversight body of administrators from the NEW Partnership members is essential to assuring that the general and strategic direction set by the Administrators' Committee is achieved.

Initially approved by the NEW Partnership Steering Committee on April 8, 2005. Revisions approved by the NEW Partnership Steering Committee on April 7, 2006, February 1, 2008, October 23, 2008, October 22, 2009, October 21, 2010, and October 21, 2011. Signed on behalf of the Steering Committee by:

Todd Romenesko, Chair – Steering Committee

Stephanie Reilly, Director – NEW Partnership