

**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;
- Appointment of a representative, in addition to the Steering Committee Chairperson, to serve on the Wisconsin Training Council;
- 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 Professional and Graduate Studies.

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

- Counties – 9 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 (3 representatives)

Brown  
Calumet  
Fond du Lac  
Manitowoc  
Outagamie  
Sheboygan  
Winnebago

- NEW Partnership staff – 2 staff members, including the director and 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
- DHS/DCF staff – 2 Area Administrators 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. 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, and October 23, 2008. Signed on behalf of the Steering Committee by:

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Marty Bonk, Chair – Steering Committee

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Stephanie Reilly, Director – NEW Partnership