



CPAA SUPPORT TEAM – CHARTER

Purpose and Function

The Support Team exists in service to the Cascade Pacific Action Alliance (CPAA) Regional Coordinating Council (CPAA Council) and works closely with the backbone organization to prepare CPAA Council meetings and develop recommendations for consideration by the CPAA Council. The Support Team also acts as a resource to the backbone organization, providing guidance and serving as a thought partner in response to questions and urgent matters that arise between CPAA Council meetings. While the Support Team prepares important decisions by the CPAA Council, it does not have the authority to make binding decisions on behalf of the CPAA Council unless so authorized by the CPAA Council.

Appointment, Terms and Meeting Frequency

The Support Team is composed of CPAA Council members who are able and willing to volunteer their time to participate in monthly Support Team meetings in addition to monthly CPAA Council meetings. While there is no fixed minimum or maximum number of Support Team members in order to allow for broad participation, the Support Team will aim to have approximately between seven and fifteen members. Cross-sector representation and participation from all seven CPAA counties is encouraged. Likewise, the leads of CPAA workgroups are encouraged to participate as are members of CPAA standing committees to facilitate efficient information sharing.

Members of the Support Team serve on a voluntary basis, and may choose to abdicate at any time. Support Team members may be nominated by either a CPAA Council member or the backbone organization. On an annual basis, the Council will review the current structure of the Support Team and affirm the current composition or make adjustments as issues and gaps emerge over time.

The Support Team regularly meets once in between CPAA Council meetings, typically once per month. Additional meetings may be scheduled as necessary to complete pre-work for CPAA Council meetings or other business delegated to the Support Team by the CPAA Council or to respond to urgent support needs and/or requests for guidance from the backbone organization. Support Team members will make every effort to attend additional meetings, but at a minimum commit to consistent participation in regularly scheduled Support Team meetings in between CPAA Council meetings.

The Support Team is committed to transparency. Therefore, all Support Team meetings are documented through written meeting summaries that capture the main meeting outcomes. These meeting summaries are routinely made available to the CPAA Council.

Roles and Responsibilities

Member Roles:

- Members shall make best efforts to attend all Support Team meetings;
- Work with backbone organization staff to set agendas for CPAA Council meetings;
- Undertake pre-work to prepare CPAA Council decisions and make recommendations for CPAA Council consideration;



- Work on business delegated by the CPAA Council;
- Upon request by the backbone organization, provide guidance and counsel to the backbone organization on questions and urgent matters that arise in between CPAA Council meetings;

Charter Changes

The CPAA Council may change this charter as needed. As a best practice, the CPAA Council will review this charter annually.

Adopted: **04/14/2016**

Amended: _____