

MACC COMMITTEE GUIDELINES

The Mid-Size Agency Coordinating Council (MACC) has formed five committees focused on the following areas:

1. Finance
2. Human Resources
3. Information Technology
4. Training & Development
5. Legal

GOAL: Promote coordination and education on issues affecting member agencies.

MEMBERS:

1. Committee participation is voluntary by each member agency.
2. Member agencies are to be represented by an employee of the agency who is in a management role and/or is knowledgeable of and can speak for agency management on such issues as budget, finance, human resources, and information technology. Different employees may participate at different times. Committee members do not have to be regular MACC members, an agency subject matter expert in the area is ideal.
3. Committee members should provide a recommendation for a replacement member from their agency if they decide to stop participating.

COMMITTEE CHAIRS:

1. Each committee will elect their Chair at the Committee Kickoff Meeting. If the Committee Chair is no longer able to fulfill the responsibilities, they must inform all committee members so they can elect the next Chair in a timely manner. The MACC Chair must be informed of changes in the Chair roles to maintain contact information.
2. Each Committee Chair must maintain a current list of committee members with contact information.
3. Each Committee Chair is responsible for coordinating regular meetings and/or communication with committee members and submitting minutes/updates to the MACC Chair.
4. Committee Chair contact information will be available on the MACC website as a resource for MACC members.

COMMITTEE CHARGES:

1. Identify issues affecting your agency relevant to the committee's specialty area.
2. Discuss courses of action and share best practices.
3. Raise issues and recommendations to be discussed during regular MACC meetings.
4. Raise issues and recommendations to be discussed by other committees.
5. Identify needs for other committees, if necessary.