

## 2023 Advisory Board Selection Ad Hoc Committee Charter

### Purpose

The 2023 Advisory Board Selection Ad Hoc Committee shall assist the Cradle-to-Career (C2C) Governing Board by working with the C2C Office staff to develop a slate of candidates to fill vacancies on each of the two advisory committees. The initial appointment terms were staggered such that one-third of the positions expire each year. For 2023, five positions on the Community Engagement Advisory Board and five positions on the Data & Tools Advisory Board will become vacant.

### Membership

The Advisory Board Selection Ad Hoc Committee shall consist of C2C Governing Board members. The C2C Governing Board Chair Elect will chair the committee or select another member to chair and serve as liaison to the C2C Staff.

### Background

In creating the ad hoc committee, the Governing Board recognizes the importance of recruiting diverse Advisory Board members with expertise in advancing equity, and that a structured application process will be helpful in surfacing the strengths of individuals who would like to serve on the advisory boards.

The Governing Board provides oversight of the data system and high-level operational direction to the Office of Cradle-to-Career and considers recommendations from two advisory boards (per Ed Code 10865 (b) (1)):

- “(A) The Data and Tools Advisory Board, with responsibility for examining whether the data system is providing actionable information and identifying ways to improve access to that information.
- (B) The Community Engagement Advisory Board, with responsibility for examining whether the managing entity is creating strong feedback loops with data users, supporting evidence-based decision-making and analytical capacity, and ensuring equitable access to actionable information.”

Each Advisory Board will have 16 members. Members of the advisory boards serve three-year terms. The initial appointment terms were staggered such that one-third of the positions expire each year.

Refer to the Advisory Board Appointments section of the Cradle-to-Career System Governance Manual for additional information about the authority, membership and terms, member expectations, meetings, decision-making, and responsibilities for each advisory committee.

Advisory Board members are subject to the Cradle-to-Career Conflict of Interest Policy and must report their financial interests through the Fair Political Practices Commission (FPPC) Form 700, a public document published by the FPPC.

### Scope of Work

The ad hoc committee is entrusted to ensure that the advisory committees are seated with collaborative individuals having diverse perspectives and relevant expertise to make timely and high-quality recommendations to the Governing Board. The ad hoc committee is responsible for managing the schedule of its committee work to support full membership of the advisory boards.

### Selection Criteria & Process

Refer to the Cradle-to-Career System Governance Manual for additional information on the Advisory Board selection criteria and process.

### Meetings

The Ad Hoc Committee Chair and C2C staff will meet as needed.

### Proposed Schedule

- Ad hoc committee members determine desired characteristics and expertise for advisory board members, based on the C2C planned activities for the next three years and the current advisory board composition: February 2023
- Ad hoc committee members work with Office staff to finalize the selection rubrics, recruitment materials, and dissemination plans: March 2023
- Application form posted: April 2023
- Window to apply closes: May 2023

- Initial review and scoring of applications by members of the ad hoc committee: June 2023
- Ad hoc committee selects a slate of candidates: July 2023
- Ad hoc committee brings the recommended slate to the Governing Board for approval: August 2023

### Decision-making and Voting

- Committee members can vote to approve a motion using one of two options: agree or agree with reservations. Any reservations will be entered into the record.
- Committee members can vote against a motion by disagreeing. Reasons for disagreeing will be entered into the record.
- Committee members can also abstain.

A majority of the committee members shall constitute a quorum. A majority vote of the ad hoc committee members present at the ad hoc committee meeting may decide on what recommendations are taken to a future Governing Board meeting for votes or action by the Governing Board.

### Review

This charter captures information about the ad hoc committee and its creation. The ad hoc committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.

The ad hoc committee will sunset after it brings its recommendations to the Governing Board. In the first board meeting of each calendar year, a new ad hoc committee charter and membership will be established for that year's Advisory Board selection process.

### Committee Creation and Scope of Work Review Dates

Committee established on: