



## **Program Committee**

### Committee Member Job Description

#### **Committee Purpose:**

The mission of CFCO is to “unite our community to inspire lifelong connections to nature for all kids.” The purpose of the CFCO Program Committee is to provide networking opportunities between outdoor education program leaders and develop collaborative programs that advance CFCO’s mission.

#### **Committee Meeting Time:**

Monthly: 3<sup>rd</sup> Tuesday @ 3:00-4:30 PM @ The Environmental Center

#### **Committee Chair:**

Katie Chipko, [katie@childrensforestco.org](mailto:katie@childrensforestco.org)

#### **Committee Responsibilities:**

- Build relationships between outdoor education program providers in Central Oregon and raise our collective awareness about programs available in our region
- Contribute to and review annual data about program participation in school-based outdoor education programs
- Develop strategies to more equitably serve the students of Central Oregon
- Develop collaborative programming that advances CFCO’s mission including family programs, after school programs, teacher trainings, home school programs, and more.
- Collaboratively problem solve to address gaps in services in our region, and reduce duplication of services

#### **Committee Member Responsibilities and Expectations:**

- Attend at least 8 out of 12 meetings per year
- Lend their program expertise by advising CFCO staff on program development
- Commit to working collaboratively with other organizations to best align our efforts in equitably serving children and youth in Central Oregon
- Serve as ambassadors between CFCO and their own organization

#### **Committee Composition:**

- Program Committee members may include CFCO staff, board members, staff of CFCO partners, and other community members who are interested in the work of the committee
- Anyone who has the interest or capacity to contribute is invited to participate
- Program experience is a bonus, but not required

**Compensation:**

- Committee members who are participating on the committee as part of their job duties are asked to volunteer their time and seek support from their organization to participate
- Committee Compensation Policy:
  - o CFCO will offer financial compensation at \$25/hour for individuals from underrepresented groups that serve on CFCO's committees, who aren't otherwise receiving compensation for this service.
  - o Individuals can get compensated for their time attending and preparing for meetings, as well as any significant work that occurs in between meetings. Committee chairs can receive compensation for preparing agendas, communication with committee members, and any other committee-related duties. Additionally, CFCO will provide mileage reimbursement for individuals travelling to participate in these activities.
  - o Contact Katie Chipko at [katie@childrensforestco.org](mailto:katie@childrensforestco.org) with questions and more details.

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