

Committee/Workgroup
Establishment, Structure, Support, Organization
MnGeo State Government Advisory Council – November 13, 2012
MnGeo Statewide Advisory Council – November 28, 2012
Comments and Suggestions

Members

1. **Define member roles** – Defining member roles is the responsibility of each committee/workgroup. Anticipated roles are to be generally described in the Charter (See 5.j) and delineated in detail within the Work Plan (See 6.c)
2. **Suggest number of members** (See 2.c.vii)
3. **Distinguish between active members and interested parties** (See 2.c.v and 2.c.vi)
4. **How can committee and workgroups sustain activity if key member(s) leave?** - Committee/workgroup responsibility also see 6.c

Meetings

1. **Do not have required number of committee/workgroup meetings** (See 2.c.iv)
2. **Recognize that some committees/workgroups may not meet regularly** – MnGeo Committees and workgroups will be active. If not needed they will be disbanded and a new one formed if the need arises.
3. **Suggest participation can be remote via audio or video** (See 2.c.iv)

Support

1. **Define/specify how many MnGeo will try to support** – MnGeo will attempt to support those committees and workgroups that it feels are needed. (Also see 1.b) Resource constraints are one reason MnGeo does not want to retain inactive committees/workgroups. Support may also be provided by other organizations.
2. **Define what will be done or provided** (See 3.a)
3. **Provide collaboration tools such as SharePoint** (See 3.a.iii)

Creation – Establishment

1. **Be a little flexible to enable grassroots efforts & emerging issues or needs** (See 1.b.ii)
2. **Existing committee/workgroups should go through the same review etc. as a new one** - That is MnGeo's intent.
3. **Want to be able to leverage community resources to get stuff done.** (See 1.b)
4. **Committees/workgroups should support MnGeo priorities** - That is MnGeo's intent. That is also why MnGeo wants only active committees.
5. **Does MnGeo create or does Geospatial Technical Committee?** (See 2.a)

Relationships

1. **Define relationship to the councils** - Committees/workgroups will report to the CGIO. Charters, work plans and reports will be provided to the advisory councils as they are generated and approved. We anticipate the committees and workgroups may make presentations to the councils, Geospatial Technical Committee and other groups to answer questions and to communicate activity, findings and accomplishments.