



## Steering Committee Roles & Responsibilities

(Approved at the July 2020 Provincial Assembly)

### Steering Committee Membership

The Steering Committee is composed of the following members: two (2) to four (4) members of the Province elected by a majority vote of the previous Provincial Assembly at its final session (*U.S. Province Bylaws Article 16.1*) and at least one Provincial Team member (*U.S. Province Bylaws Article 16.2*).

### Steering Committee Functions

- ◆ to plan all sessions of the next Provincial Assembly cycle.
- ◆ to provide for orientation and in-service of Provincial Assembly Delegates.
- ◆ to appoint the person or persons who chair the Provincial Assembly session(s).
- ◆ to provide for necessary arrangements and processes for the Provincial Assembly, and follow-up as needed.
- ◆ to recommend the number of members to be elected to those committees where the bylaws give discretion (i.e., Steering, Finance, Government).
- ◆ to receive, review, and process proposals for the Provincial Assembly cycle.
- ◆ to identify and implement a process by which all Sisters may nominate Sisters to serve on the Provincial Team.
- ◆ to design and facilitate the election process for the Provincial Team.
- ◆ to identify and implement a process by which all Sisters may nominate Sisters to serve as General Assembly Delegates.
- ◆ to design and facilitate the election process of General Assembly Delegates.

### Qualifications

- Ability/willingness to collaborate and relate with others
- Good organizational skills with attention to details
- Capacity to attend meetings
- Time and willingness to do follow-up work e.g., develop timelines, compose letters, create agendas, etc.
- Openness to the movement of the Spirit
- Ability to be objective
- Ability to process creatively and articulate ideas
- Ability to look at implications of decisions/actions
- Ability to do relational thinking about issues/ideas/decisions/actions
- Capacity to maintain confidentiality of the Steering Committee
- Willingness to assume leadership of the Steering Committee and facilitate the movement of the work on the assembly floor
- Professionalism

Name of Nominee	Reasons & Qualifications	Previous Experience on this committee (Years, etc.)	Sister agrees to serve? Y/N

---

### Name of Nominator

Send this form to Jean Love, [jlove@sssf.org](mailto:jlove@sssf.org), Provincial Leadership Office, 1545 S. Layton Blvd., Milwaukee, WI 53215-1994 by **March 15**.