

Technology Literacy Collaborative (TLC) Structure

Original structure adopted by TLC members at August 4, 2009 meeting

Modified structure adopted by TLC members at Oct 6, 2010 meeting

1. The TLC group will meet bi-monthly to increase communication and share resources among practitioners in the Minneapolis-St. Paul metropolitan area and beyond. Discussion items might include: trends, new studies, upcoming events, program design collaboration, sharing resources, training, workforce development, and TLC committee work.
2. Committees will be established to carry out the vision for TLC. Committees will meet on a schedule that they determine supports their goals and activities. Each committee will appoint a Chairperson. This Chairperson will hold membership on the Executive Committee.
3. An Executive Committee (EC) will be established to meet bi-monthly and carry out the following roles and responsibilities.
 - Create and develop Mission/Vision/Value Statements (use Planning Workshop groundwork)
 - Keep TLC on track with Mission/Vision
 - Function as the Communication HUB for TLC
 - Facilitate agenda and TLC meetings
 - Serve as a decision making body for TLC
 - Responsible for the oversight and accountability of organizational operations
 - Responsible for managing the affairs of TLC to include assignments/ reassignments of duties as necessary
 - Monitor structure and recommend changes when needed

The EC will consist of the following members who will have one-year terms, members can be reappointed. If a new TLC committee is formed, they would automatically have a membership slot on the EC.

- 1) Professional Development Committee – Chair
- 2) Public Awareness Committee – Chair
- 3) Website Committee – Chair
- 4) Up to three At-large TLC Representatives – elected by TLC membership body
- 5) Ad-hoc members representing other stakeholders as necessary (ie. Moorhead/Fargo TLC group)

The EC members will elect individuals to conduct the following roles:

Co-Chairpersons

- Serve as the “public face” of the collaborative
- Facilitate TLC meetings
- Create agendas for the EC meetings

Secretary

- Manage TLC email distribution list & send announcements
- Send announcements for TLC meetings
- Take & distribute minutes at EC and TLC meetings