**Committee Charter**

**Committee Name:** Small Agency Committee

**Definition of a Small Agency:**

In an attempt to work collectively with all WASPC agencies, this committee shall not exclude any agency based on numbers. This committee believes that all members of WASPC add value to the goals and objectives established in the yearly work plan.

**Purpose:**

The Small Agency Committee shall be responsible for bringing forth concerns affecting small agencies to the Executive Board. The Committee report shall include reasonable solutions for all concerns presented. The committee shall establish a work plan, which sets goals and objectives for the following calendar year. The committee shall work cooperatively with other WASPC committees as necessary, to facilitate identified goals.

**Authority:**

The Small Agency Committee shall have the authority to make recommendations to the WASPC Executive Board as it relates to the Committee’s purpose.

**Membership:**

Every member (Active, Life, and Associate) of a WASPC agency shall be eligible for this committee. Each member shall have one vote.

**Chairperson:**

The WASPC President shall appoint co-chairs from the membership of WASPC small agencies.

**Duties:**

* The committee shall establish and prioritize a mutually agreed upon work plan consisting of issues affecting small agencies.
* The committee shall propose solution(s) to all issues included in the yearly work plan.
* The committee shall report their yearly work plan for consideration and approval to the Executive Board. Understanding this group is a work in progress; additional issues may arise or need to be deleted, after adopting the yearly work plan. The committee shall report, as soon as possible, those recommended additions and or deletions to the Executive Board.
* The committee shall, at a minimum, meet quarterly to discuss established work plan progress and to make additions and or deletions.