

Upper Valley Community Center

Steering Committee Charter

Purpose

The Steering Committee provides strategic guidance to the Upper Valley Community Center (UVCC) project. It is designed to represent the interests of a diverse array of stakeholders, both internal and external, and to leverage a variety of members' backgrounds and skill sets to establish and maintain project direction.

Scope of Responsibilities

The primary function of the Upper Valley Community Center Steering Committee (Steering Committee) is to guide the project scope and design, assist with stakeholder coordination, participate in community outreach and fundraising efforts, and assist with prioritization and sequencing of deliverable project elements.

The Steering Committee provides a stabilizing influence, so project concept and direction are established and maintained in accordance with, and representative of, the needs of the residents of the Upper Valley. Members of the Steering Committee ensure project objectives are being adequately addressed and that the project remains on track. In practice, these responsibilities are carried out by performing the following functions (non-exhaustive):

- Monitoring and reviewing the project at regular Steering Committee meetings
- Assisting with the project when required
- Supervising project scope as emergent issues force changes to be considered, ensuring that scope aligns with the needs of key stakeholder groups.
- Resolving project conflicts and disputes, reconciling differences of opinion and approach
- Presenting project deliverables to the City Council for official approval and/or action

Scope of Authority

The Steering Committee serves in an advisory capacity to City staff, the Leavenworth City Council, and the Upper Valley Parks and Recreation Service Area Board (UVPRSA). While final decision-making authority lies with the City Council, the committee will provide input in a variety of ways, including but not limited to:

- Prioritizing project objectives and outcomes
- Vetting deliverables as identified in the project scope
- Ensuring that effort, expenditures, and changes are appropriate to stakeholder expectations
- Bridging connections with key external stakeholders

Membership

The Steering Committee may consist of, and will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
City Councilmember	Committee Chair
Recreation & Tourism Manager	Project Manager (non-voting)
City Councilmember	Member
Chelan PUD Resilience Consultant	Member (non-voting)
Aquatic Center Stakeholder	Member
Aquatic Center Stakeholder	Member
Library Stakeholder	Member
Library Stakeholder	Member
Leavenworth Resident	Member
Upper Valley Resident	Member
Peshastin Resident	Member
Stakeholder or Resident At-Large	Member
Stakeholder or Resident At-Large	Member

The Steering Committee shall be committed to fostering and maintaining a panel that is representative of the diverse needs and backgrounds of the entire Upper Valley community. If the Steering Committee determines that it is necessary to expand membership in the interest of furthering that commitment, it may formalize that recommendation to the City Council by a majority vote. The term of appointment for all members shall be for the duration of the project or until a member resigns, is removed by a majority vote of committee members, or is otherwise unable to continue in their commitment to the committee.

Selection criteria will include:

- Willing and able to commit to the necessary multi-year timeline
- Commitment to, and interest in the successful development of the UVCC, with said interest informed by a balanced community perspective
- Skills and experience related to previous work with community-based and/or planning projects, or a background in capital project delivery
- A reasonable assurance that the selected member does not have a financial interest related to the development and use of the property

City staff and Councilmembers will review, select, and appoint committee members.

Role of a Steering Committee Member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations that have a stake in the successful development of UVCC. Steering Committee members are not directly responsible for managing project activities, and they will provide support and guidance for those who do.

Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs
- Appreciate the significance of the project for stakeholders and represent their interests
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued
- Have a broad understanding of project management issues and the approach being adopted

In practice, this means they:

- Review the status of the individual project elements and the project as a whole
- Ensure the UVCC is tracking with the needs of the key stakeholders, the PRSA, and the City Council throughout the project lifecycle
- Help balance conflicting priorities and resources
- Provide guidance to the project team
- Consider ideas and issues raised internally and by the community
- Foster positive communication with the greater Upper Valley community regarding the project's progress and outcomes

Meeting Schedule and Process

The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project. The Chair facilitates the Steering Committee meetings. The Steering Committee may make decisions regarding the need for additional committee organization, such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and the public. The quorum will be made up of the members present.

A written summary of discussion and comments from each meeting will be prepared by city staff, or by the Secretary, should the Steering Committee choose to appoint a member as such. Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement, or decision, and recommendations or options. Meeting minutes will be circulated to the Steering Committee and project staff within two weeks of the meeting and made available on the city website.

When City Council, City project staff, or project staff request a recommendation from the Steering Committee as a body, the Steering Committee should aim for consensus by discussion. If a clear consensus cannot be reached by way of discussion, the Chair may call for a non-binding vote.

Conflict of Interest

The Steering Committee shall be bound by the policy set forth in [Leavenworth Municipal Code 2.24 CODE OF ETHICS](#), and individual members are expected to honor all the standards therein, including but not limited to [LMC 2.24.030A- Conflicts of Interest](#).

Review and Amendment

The Steering Committee may recommend amendments to this charter by way of majority vote. Authority to adopt recommended amendments lies with the City Council. This charter shall be subject to review every two years, or as directed by the City Council.