

EDUCATION AND TRAINING ADVISORY COUNCIL MAINE MUNICIPAL ASSOCIATION

I. PURPOSE:

The purpose of the Maine Municipal Association's Education and Training Advisory Council is to support and advise MMA on developing and overseeing municipal educational and training needs across the State of Maine. The Council will ensure that all stakeholders share an interest and investment in the education and training of the State's municipal workforce. Additionally, the Council will foster collaboration and partnerships specific to education and training among MMA Affiliate Groups, municipalities, educational institutions, and training providers.

II. MISSION:

The Education and Training Advisory Council supports and advances diversity and the ongoing development of an inclusive environment in which all members will have opportunities to thrive both personally and professionally. We champion opportunities to promote knowledge and experience, and enhance the skills and talents of those conducting the business of Maine's municipal governments through education, training, and professional development. We do this by advising, advocating, and making recommendations for the enhancement, availability and quality of trainings offered for those who serve Maine's towns and cities.

III. CORE FUNCTIONS:

The Advisory Council will fulfill its mission by:

- a. Setting strategic goals and priorities for municipal education and training
- b. Planning for the education and training needs of the municipal workforce of the future
- c. Cultivating and communicating with stakeholders about educational grants and scholarship opportunities
- d. Developing and cultivating partnerships that enhance education and training for existing and future municipal officials and employees
- e. Serving as conveners and facilitators to bring expertise together for the purpose of addressing issues related to education and training needs
- f. Advancing and promoting internships and scholarships that provide talent pipelines
- g. Supporting and strengthening education and training opportunities offered by MMA affiliate associations
- h. Leading committees which will engage members and assemble necessary talent and expertise to address complex education and training challenges
- i. Making recommendations to MMA on initiatives and resources related to education and training

IV. MEMBERSHIP AND FORMAT:

- a. The Advisory Council will consist of 12-15 members serving staggered two-year terms, beginning July 1 each year, including:
 - A municipal elected official
 - A municipal front-line supervisor
 - A municipal early career official, with five years or less of experience
 - A town or city manager or administrator
 - A municipal human resources professional

- Three (3) at-large members representing municipal professions and training end-users
- A University of Maine System representative
- A Maine Community College System representative
- A state or regional education/workforce development agency representative
- An MMA Executive Committee member or designee
- Up to three (3) at-large members representing: municipal officials; education and training partners; or state/regional workforce development representatives

b. Council Member Selection:

- i. Although Council members are selected based on the designations laid out above, the Council will also prioritize diversity of geography, size, and structure of municipalities, as well as racial and gender diversity, and length of municipal service amongst its membership.
- ii. The Council membership outlined in Section IV.a. represents the ideal structure of the Advisory Council. However, in the absence of a suitable candidate for a specific seat on the Council, members of the Council may vote to recommend an alternative candidate for appointment by the MMA Executive Committee.
- iii. Annually, the Council will establish goals and strategic priorities, which may affect the types of potential Council members they may wish to recruit for open seats. Based on these priorities, the Council Co-Chairs will annually convene a Nominations Committee to solicit new Council members, receive letters of interest, respond to questions, and recommend new members for the Advisory Council.
- iv. Municipal candidates for the Advisory Council must be appointed or elected municipal officials as of the beginning of their term, or retired with demonstrated continuing professional involvement in Maine municipal government.
- v. Municipal candidates seeking to serve on the Advisory Council will submit a brief letter outlining their interest in serving on the Council and the skills and perspectives they believe would be assets to the Council. With the exception of elected officials, candidates will also submit a letter of support from their direct supervisor to constitute a complete application. The Nominations Committee will review these letters and recommend members for the Advisory Council to the MMA Director of Educational Services and the MMA Executive Committee.
- vi. Community college, university, education/training partner, and state/regional agency representatives will be recommended by the MMA Director of Educational Services and approved by the MMA Executive Committee.
- vii. The MMA Executive Committee will directly appoint one of their members to the Council.
- viii. If a Council seat becomes open in the middle of a term, the Council Co-Chairs will first review letters of interest from the most recent nomination process to see if a suitable candidate can be appointed to complete the remainder of the incomplete term. If necessary, they may solicit interest from current committee members (see Section V) to complete the term.
- ix. Current and previous members of the Advisory Council are eligible to serve multiple terms, but they must submit a letter of interest and participate in the nominations process along with other potential Council members should they wish to seek another term.

- x. The MMA Executive Committee has final authority to appoint Advisory Council members.
- c. **Council Co-Chairs:** The Advisory Council will be co-chaired by one member and the MMA Director of Educational Services. The Council co-chair will be elected annually by members of the Advisory Council and will serve in the role for one year. The Council co-chairs will lead Council meetings; facilitate the process of identifying annual goals, priorities, and committees; lead the nominations committee; and liaise with the MMA Executive Committee. The Council co-chairs will also maintain a list of Council members and their terms.

V. COMMITTEES

Annually, the Council will charter committees to focus on specific initiatives or projects that align with its goals and priorities for the coming year.

- a. Each committee will be led or chaired by one or more Council members. Committee chairs will be chosen by the Advisory Council through a vote. Committee chairs will lead recruitment of committee members, coordinate its work, and report on progress and milestones to the Advisory Council.
- b. Each committee charter will outline: the committee's purpose and its alignment with the Council's goals and priorities; the desired size and make-up of the committee; the expected length of the committee's work; any expected expenses or required resources; and desired outcomes, milestones, and timeline for the committee. The Advisory Council may extend the charter of a committee if the committee's work requires such an extension.
- c. Committees may include municipal officials and other stakeholders who are not current Advisory Council members.
- d. At the conclusion of each committee's work, the committee chair(s) will present recommendations to the Advisory Council, who may amend, accept, or reject the recommendations. The full Advisory Council will make final recommendations to MMA based on the committee's work.

VI. MEETINGS

The Education and Training Advisory Council will meet four times annually. The Co-Chairs may call more frequent meetings, if warranted and if a majority of Council members agree to meet. The frequency and modality of committee meetings will be decided by each committee based on their work plans and timelines, and outlined in each committee's charter.

Adopted by the MMA Executive Committee on February 2, 2023