

# Commission Structure

## Illinois Shuffleboard Association

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# What is a Commission

A Commission is a small team of individuals formed to work on an objective, with a specific scope, set of goals, and duration.

A Commission is made up of three or five Commission Members, one of which is the lead, known as the Chairperson. The Chairperson is directly responsible for the success and outcomes of that Commission.

A Commission may not act as or on behalf of the Board of Directors, Executive Board, or Officers for their official duties. A Commission may not enact new policies for the Association, but may make recommendations to the Executive Board to do so. A Commission must follow all policies outlined by the Association and operate within the framework of our Constitution, our Bylaws, and any applicable laws.

## Types of Commissions

The Illinois Shuffleboard Association has two types of Commissions:

1. Select Commission - fixed in duration and narrow in scope
2. Standing Commission - continual in duration and variable in scope

Examples of Commissions:

- Election Procedure Commission - a Select Commission with fixed duration and narrow scope formed to make recommendations to the Executive Board on how to better hold elections at the next annual meeting
- Commission for an event - a Select Commission with fixed duration and narrow scope formed to plan and execute a specific event.
- Marketing Commission - a Standing Commission with continual duration and broad scope that focuses on the promotion of our Association
- Singles League Commission - a Standing Commission with continual duration but specific scope that handles the day-to-day operations of our singles league

There is expected to be some overlap between Commissions; for example, an event Commission may work with the Marketing Commission to produce design and merchandise for an event.

In addition to Commissions, The Executive Board may establish Advisory Groups, Joint Committees, or other groups, to aid in the operations and success of the Association. Such proposals require a majority vote of the Executive Board.

## Why Form Commissions

The Illinois Shuffleboard Association Executive Board wishes to solicit the help of our membership to plan and execute our initiatives, so that we can reach a larger set of goals.

Forming smaller groups of decision makers will allow for work to get done quickly and efficiently, and we must ensure these members are empowered to be successful and recognized for their contributions.

## Volunteer-Based

Work done for Commissions is done on a volunteer basis and does not constitute employment. Any materials, goods, or intellectual property created or obtained as part of work for the Association, will become and remain property of the Illinois Shuffleboard Association. This work may be licensed to others by the Illinois Shuffleboard Association.

# Forming a Commission

## Identifying a Need

When an Executive Board member or existing Commission identifies that a goal, task, or set of related tasks is too large to properly plan and execute on their own, forming a new Commission should be considered.

Consideration should be made regarding the proposed Commission's larger objective, necessity, possible overlap with other Commissions or initiatives, scope, and duration. If a Commission is not warranted, the initiative should be assigned to an individual or existing Commission. If this consideration strengthened the need for a Commission, its scope and duration shall dictate which type is formed or proposed.

## Identifying the Commission Chairperson

The Chairperson is the most important member of a Commission. They are directly responsible for tasks and objectives set forth by the Executive Board. The overarching role of a Chairperson is to plan, delegate and execute tasks whilst providing leadership and supervision. A Chairperson must have adequate time to commit, as well as the ability to motivate others. To be effective, they should possess knowledge and interest on the subject. A Chairperson should also exhibit an enthusiasm towards the goals of the Association and the game of shuffleboard.

A Chairperson's responsibilities include scheduling meetings, setting agendas, recording minutes, reporting progress, and ensuring deadlines are met. The Executive Board will commit to empower the Chairperson to make decisions within the scope and objectives of their Commission. A Chairperson must know the proper avenues and channels of communication and consult with the Executive Board, other Commissions and Commission Members, our membership base, and community.

A Chairperson is a representative of The Illinois Shuffleboard Association and an ambassador for the game of shuffleboard. As such, they must exemplify our Code of Conduct.

## Formation

### Forming a New Select Commission

Because of a Select Commission's narrow scope and fixed duration, the Executive Board upon agreement may form this new Commission along with selection of its Chairperson. This agreement may take place outside of an Executive Board Meeting; however, public acknowledgement of the formation must still happen as per the Onboarding section below. When a Select Commission's objective or duration completes, it will automatically dissolve (see below).

## Proposing a New Standing Commission

At the next Executive Board meeting, the need for a new Standing Commission along with its objective, scope, set of goals, and proposed Chairperson will be discussed and brought to an Executive Board vote, where a majority is required. If this vote passes, the Commission is formed.

## Selection of Commission Members

After formation, the Commission Chairperson will work with two Executive Board members to select two or four additional Commission members. These people must be members in good standing of the Illinois Shuffleboard Association.

# Protocol & Procedure

## Member Onboarding

It is important to get new Commission Members onboard and up to speed, as quickly as possible. Onboarding will help ensure all new Commission Members will receive a consistent experience, clear communication, and a clear vision of our Association's goals and objectives. Onboarding is a three step process: Public Acknowledgement, Orientation, and Access to Resources.

### Public Acknowledgement

The website will be updated to represent the new state of each Commission along with its Members. Changes may also be announced with social media posts, and emailed communications.

### Orientation

New Commission Members will meet with the President (or someone they designate) for orientation. This meeting will cover:

1. Our existing documents and policies, including but not limited to:
  - a. By-Laws
  - b. Constitution
  - c. Code of Conduct
  - d. Rules of Play
2. Association structure
  - a. Current Board Members
  - b. Former Board Members
  - c. Existing Commissions, including their:
    - i. Chairperson
    - ii. Members
    - iii. Type (Select vs Standing)
    - iv. Goals, Objectives, Duration, and Scope
  - d. Membership and Community
3. Roadmap and Goals
4. Current Financial Outlook
5. Overview of tools used, including:
  - a. Slack
  - b. Google Drive
  - c. Project planning tools

## Access to Resources

Commission Chairpersons will be granted access to the same tools as the Executive Board, including:

- An @illinoisshuffleboard.org email address used to communicate
- Membership in related email groups
- Google Drive
- Full Slack Account with access to all public Slack channels
- Project planning tools

They will not have administrative access to any of these tools.

Commission Members will be granted access to tools used by the Association, but limited to their commission(s):

- Multi-Channel Guest Slack Account, with access to channels related to their commission(s)
- Access to project planning tools, scoped to their commission(s)

Commission Members should use their own email addresses, but they can be added to email groups as needed. The Executive Board may grant additional access to tools, or larger scopes within a tool, as needed.

## Commission Kick Off

A new Commission will have a Kick Off meeting with at least three members of the Executive Board. In this meeting board members will outline the commission's scope, goals, objectives, and corresponding tasks. Information vital to the success of the Commission will be discussed. All Commission Members' attendance at the Kick Off is required, and all Commission Members must have completed Member Onboarding prior to the Kick Off.

## Correspondence

Commission Chairpersons should be keeping their tasks up to date in project planning tools, and keeping the Executive Board informed with their overall progress. Commission Chairpersons are expected to attend Executive Board meetings when possible or to provide a report to be read to the general membership.

## Evaluation

As our Association progresses, our objectives and responsibilities may shift as well as the Commissions directly responsible for those objectives. Commissions should be reevaluated by the Executive Board on a quarterly basis. In cases where work and responsibilities overlap, those Commissions should likely merge. In cases where work is no longer required, those Commissions should likely dissolve.

Additionally, an evaluation should be conducted by the new Executive Board voted in at the Association's Annual Meeting. This should be done to ensure that the new Board's vision is still aligned with existing Commissions, and that existing Commission Members still wish to be engaged with their Commissions.

In the event a Select Commission's duration shifts from fixed to continual, the Executive Board may vote to convert that commission to a Standing Commission.

## Commission Membership Removal

The membership of a Commission may change over time, and removal of a Member or Chairperson may be initiated by said Member or The Executive Board.

### Member-initiated

If a Commission Member decides they no longer wish to be on a Commission, they may choose to vacate their position. The Commission's Chairperson and two members of the Executive Board will select a replacement, as detailed above.

If a Commission Chairperson decides they no longer wish to lead a Commission, they may choose to vacate their position. If they wish to remain on the Commission as a Member, they may do so, provided the total number of Members, including a new Commission Chairperson, remains at three or five. In either case, the Executive Board will choose a new Commission Chairperson, as detailed above. For Standing Commissions, this will require a majority Executive Board vote.

### Executive Board-initiated

If the Executive Board wishes to remove a Commission Member, including Commission Chairperson, from a Commission, they may do so for any reason by majority Executive Board vote. A Chairperson removed in this way will, at the board's discretion, not gain Member-at-Large status, as defined below.

If a Commission Member is in violation of the Association's Code of Conduct or is working against the Association's goals and objectives, the Executive Board may suspend them from their role, including suspension of any resources they have access to, for up to 30 days. They may then be removed from their position by Executive Board vote, as detailed above.

## Dissolving a Commission

An Executive Board member may recommend the dissolution of any Commission. This process will require reason or justification, which is presented to the Executive Board. Board approval requires a majority vote at an Executive Board Meeting.



Potential reasons to dissolve a Commission

- Goal met
  - Note, a Select Commission will be automatically dissolved once its objective has been completed, and it has debriefed with the Executive Board
- Goal cannot be met
  - A Commission can no longer ensure its objectives can be completed
  - Another Commission fulfills its scope
- Priorities of the Association change

Upon dissolution of a Commission, its Chairperson will meet with the Executive Board to transfer any knowledge and assets in their or their Commission's Members' possession.

## Member-at-Large

A Chairperson becomes a Member-at-Large if they are no longer the head of any commission. An Executive Board Member becomes a Member-at-Large if they are no longer on the Executive Board.

This distinction remains in place for 120 days to give ample opportunity to summarize their work and hand off any remaining tasks. Members-at-Large will continue to have access to accounts and resources during this period. If new Commission Chairpersons are needed, current Members-at-Large should be considered first.

If a Commission Chairperson or Executive Board Member is removed from their position by Executive Board vote, they will not become a Member-at-Large. Members-at-Large do not have voting privileges on the Executive Board.

## Member Offboarding

When someone no longer has the status of Commission Chairperson, Commission Member, or Member-at-Large, they must be offboarded from the Association. Like Onboarding, this is a three step process: Access to Resources, Transfer of Knowledge, and Public Acknowledgement.

### Access to Resources

Members will lose access to all accounts and resources they had access to. If they had an email address, that should be forwarded to the Executive Board.

### Transfer of Knowledge

Members should have a debrief meeting with the Executive Board to transfer any knowledge or assets they have access to.

## Public Acknowledgement

The Member will be removed from any organization charts or other public resources. If the Member is vacating their position on good terms, the Executive Board should publicly thank them for their work using social media and/or email.