## Nomination Form – ctcLink Steering Committee

## Eligible to Serve: ctcLink Executive Sponsors or Project Managers

##### DEADLINE FOR SUBMISSION: 2 March 2020 5PM, email to jrunyon@sbctc.edu

### Steering Committee Purpose and Decisions

The ctcLink Steering Committee makes decisions on issues forwarded by the ctcLink Working Group. The Steering Committee is responsible for:

* Project budget for the current fiscal year;
* Schedules for implementation and deployment;
* Scope and function of ctcLink modules;
* Appeals of Working Group decisions or Steering Committee decisions.

### Role of Steering Committee member:

Steering Committee members should:

* Review the status of the project;
* Attend all scheduled meetings;
* Review available materials before meetings, and prepare to discuss;
* Work to develop collaborative decisions;
* Ensure the project’s outputs meet the requirements of the business owners and key stakeholders;
* Help balance conflicting priorities and resources;
* Provide guidance to the project teams and users of the project’s outputs;
* Check adherence of ctcLink project activities to standards of best practice and project goals;
* Foster positive communication outside of the Steering Committee regarding the project's progress and outcomes;
* Report on ctcLink project progress to the ctcLink Executive Leadership Committee, and other appropriate stakeholders.

### Anticipated Nominee Characteristics:

* ctcLink Executive Sponsor or Project Manager
* Good understanding of policy and process
* Ability to Network and Communicate
* Unbiased
* Collaborative
* Consensus builder
* Respected
* Ability to advocate for all colleges
* Systems and strategic thinker
* Ability to commit time
* Courageous

### Resources Required

Time: 8-12 hours per month

Travel: Members of the committee will participate in BI-WEEKLY meetings via web conferencing or may travel to Olympia. Preference is to attend meetings in-person.

Term: Two years

### Attestation:

The Steering Committee includes six representatives from colleges. If an individual from your college has your support to participate, please sign below and include nominee information on page 2 of this form:

### President Signature

### President Printed Name

### College

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## Nominee’s College Role (Circle One): Executive Sponsor or Project Manager

##### DEADLINE FOR SUBMISSION: 2 March 2018

### Nominee Information:

The following information should be completed by the college president or nominee. The president should then scan and email both pages of this form, along with an attached cover letter, if any (see below).

### Nominee Name

### Nominee Title

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**Nominee College**

### Nominee Email

### Nominee Phone

Please describe below, or in an attached cover letter, your interest, experience, and/or involvement with the following: a) the ctcLink project, b) prior or current WACTC commissions or councils, and c) prior or current ctcLink working groups at your college.