

Charter of the Kairos Outside Subcommittee of Ministry Coordination Committee - 2014

The Kairos Outside Sub-committee is a subcommittee of the Ministry Coordination Committee of the Kairos International Council in accordance with the International Council Operating Procedures.

(1) Scope of Responsibilities: The purpose of this subcommittee is to assist the Ministry Coordination Committee to meet its responsibilities specifically with respect to the ministry for women whose lives have been impacted by incarceration.

(2) Committee tasks:

- (a) Address issues of compliance and growth that affect the Kairos Outside program worldwide.
- (b) Establish volunteer behavioral guidelines as it relates to the presentation of the Kairos Outside program.
- (c) Provide information to strengthen the local Kairos Outside Advisory Councils that implement the program.
- (d) Review suggested program changes and their potential effect on program implementation.
- (e) Identify action items, take ownership/responsibility for those components of the Strategic Plan applicable to the Kairos Outside Subcommittee and make recommendations through the proper communications channels to accomplish the current year's Strategic Plan goals.
- (f) Develop specific goals and add/refine action items for the Strategic Plan for subsequent years.

(3) Committee Procedures:

- (a) The Committee Co-Chair of this subcommittee shall be appointed no later than the conclusion of the fiscal year by the incoming Chair of the International Committee in consultation with the Executive Director or their designee. The Co-Chair of this subcommittee shall take on the responsibilities of the subcommittee on the first day of the fiscal year. The Staff Co-Chair of this Committee will be the Women's Programs Coordinator .
- (b) In addition to the Committee and Staff Co-Chairs, they shall select 5-11 members to form the Kairos Outside Subcommittee (ensuring an odd number of voting members). Members are to be selected from the International Council, if possible, and the balance from the Kairos Outside community.
- (c) A roster of members will be maintained by the Committee Co-Chair and provided to the International Council Secretary and the Executive Director no later than 3 weeks after assuming duties and as changes occur.

- (d) Monthly committee meetings will be open to all Kairos volunteers.
- (e) A decision to bring a matter before the International Council or the Board of Directors for consideration shall be the result of a majority vote of the voting membership of the committee and forwarded to the Ministry Coordination Committee for further consideration.
- (f) Minutes of the meetings of this subcommittee shall be submitted to the International Council Secretary and the Chairperson of the Ministry Coordination Committee.
- (g) Reports will be submitted to the Ministry Coordination Committee and International Council, as required.

Updated – 6/9/14