

Summer Mathematics Programs Consortium

Committee Purpose and Guidelines

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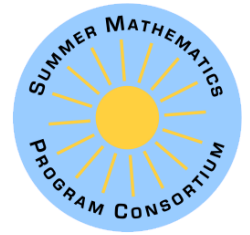


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Purpose of the Committees

In order to serve the mission of the Summer Mathematics Program Consortium, Committees consisting of representatives of our membership will meet to collaborate on Consortium activities that advance our primary goals.

Here are the 2026 Committees and their purposes:

Committee	Focus (Charge)
501(c)3	Lead the transition of the Consortium from its origins as a project of MFOA to an independent non-profit organization.
Broadening Participation	Develop the Consortium's vision for broadening participation in our space and propose how the Consortium may achieve it.
Conference Planning	Organize the Consortium's annual conference: building community, sharing expertise, bringing in outside voices to increase our community's knowledge, and advancing the shared work of the Consortium.
External Relations	Coordinate the Consortium's external messaging and outreach strategy; review and guide public-facing content including website materials, publications, and conference presentations; provide editorial oversight to ensure consistent and effective communication of the Consortium's mission and work.
Fundraising	Identify and connect with potential funders for Consortium projects and activities; draft pitches and proposals in accordance with Consortium priorities.
Incubator Program	Develop and execute the Consortium's program for supporting the successful launch of new summer math programs.

Committee	Focus (Charge)
Internal Document Repository	Design, solicit documents for, and maintain an internal document repository for Consortium members.
Internal Relations	Foster year-round community and connection among Consortium members, affiliates, and incubator participants through seminars, social and professional gatherings, peer support systems, and active online discussion.
Online Hub	Design the Consortium's outward facing online hub: a summer math program resource for parents, educators, prospective students, and prospective staff members.
Steering	Determine Consortium's priorities, lead organizational development, and provide oversight and support for ongoing and ad-hoc Consortium projects.

This document provides essential information for the Consortium Committees.

Guidelines for the Committees

- Committee Chairs.** Each Committee will be led by a Chair or by a pair of Co-Chairs. In the normal course of events, a Chair typically serves at least a 2-year term for continuity. In a year when a Chair is not continuing in that role, assignment of a new Chair will be made by Steering. The Committee may elect a new chair at any time, especially if the current chair is unable to, or chooses not to, continue their service. The Chair's responsibilities include meeting with Steering, and with other Chairs, once or twice per year, as well as creating periodic written reports on behalf of the Committee. Steering can serve as a resource to support Chairs in their work.
- Liaisons.** Each Committee has a liaison on Steering whose role is to provide support and accountability, and to represent and advocate for the work of the committee. These liaisons are listed in [Committee Lists](#). (Starting in spring 2026, the Executive Director will serve ex-officio on each committee and will provide support and accountability, and will keep Steering updated on committee work; this will replace the previous Steering liaison system.)
- Committee Charge and Nuts & Bolts.** Each Committee has a charge from Steering, listed in the above table: it's the guideline for the Committee's work. Each Committee should develop for itself a more detailed "Nuts & Bolts" document, spelling out how the Committee operates. This includes decision-making processes, frequency of meeting, and other norms set by the Committee that may differ from other Committees. (For example, Broadening Participation delegates tasks to pairs of members who report to the whole Committee.)

The Nuts & Bolts document does not need to be long! Its purpose is to help new members understand the context of their work and to keep Steering in the loop as to the operation of Committees. The operations of a Committee may evolve over time, and the Nuts & Bolts document should be updated as needed to reflect this. When each new year begins, and the Chair welcomes new members to the committee, there is a natural opportunity for the group to revisit the focus/charge and the Nuts & Bolts document to make sure everybody is on the same page and to update as needed.

- **Regularly-scheduled meetings.** The Committee will hold regularly scheduled meetings on at least a monthly basis. Committees may meet more often if they so choose. (Please specify your Committee's conventions in your Nuts & Bolts document.)
- **Reporting to Steering.** Committee Chairs will send a monthly informal status report to their Steering liaison (and, optionally, to their fellow committee Chairs). Chairs will formally report to Steering (and other Chairs) on a quarterly basis, providing a summary of work completed, in progress, and upcoming. These reports can also include questions, identification of roadblocks and challenges, and any other information the Committee feels will be useful. The mechanism for quarterly reporting is posting in Slack, and summaries of the updates will be shared with the community through Steering's quarterly updates emails. (Starting in spring 2026, reports will go to the Executive Director instead of Steering.)
- **Project Approval.** In order to ensure that Committee projects are not in conflict with each other or the Consortium mission, Committees need to have approval from the Steering Committee before executing on any substantial project. In some cases, input and approval from the membership may be required. (Starting in spring 2026, requests will go through the Executive Director instead of Steering.)
- **Resource Requests.** A Committee that identifies a need for resources (e.g. funding or volunteers) should make a request through Steering before contacting the membership. (Starting in spring 2026, requests will go through the Executive Director instead of Steering.)
- **Member Terms and Annual Turnover.** Each member of a Committee is expected to serve a one-year term unless there are extenuating circumstances. It's helpful to have institutional knowledge of a Committee's activities carrying over from one year to the next, so members are encouraged to continue for multiple years with the same Committee if it's a good fit. In advance of the turnover from one year to the next, each Chair should check in with their Committee members about their plans for the coming year, and that will allow them to make the appropriate request to Steering for updates in the membership (e.g. requesting additional people, continuing with the same group, or even reducing to a smaller scope, as fits the anticipated workload in the next year).

(Starting in fall 2026, the process of annual turnover will be handled by the Executive Director instead of Steering.)

- **Member Accountability.** Each member representative is expected to contribute at least 4 hours of time and effort (on average) to Consortium activities. Occasionally a member representative does not appear to be putting in the level of time/effort expected for more than a month or two, and in those cases the relevant Chair should take action. In particular, the Chair should notify Steering of the matter to find out whether there are known extenuating circumstances (e.g. the member representative is on multiple Committees, or their organization is facing a thorny and time-consuming issue), and then if appropriate, approach the matter directly with the member. Here are suggestions: Enquire of the member representative whether they are aware that it seems their time/effort commitment is below the expected level. Remind the member representative that this time/effort is expected of all member representatives so that work can be accomplished across the Consortium, and that we as a community have agreed that time is part of the contribution for each program. Let the representative know that Steering has asked Chairs to monitor member accountability for the Consortium, and ask what (change in timing or type of tasks, for example) might help the member representative better participate in the work of the Committee. (Starting in spring 2026, the channel for addressing accountability questions will be communication with the Executive Director instead of Steering.)

Community Norms

Part of the role of the Chair is to set the tone for our shared collaboration. The following norms are intended to help set expectations for conversations taking place in Consortium spaces (like our Annual Conference, and at Committee meetings):

- Come ready to engage.
- Ask questions for clarification; avoid making assumptions.
- Come from a place of understanding.
- Clarify when you are advocating for versus offering an idea.
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track.

Within each Committee, our aim is to work together on a consensus basis, and come to shared agreements about how to carry out our mission.