

ISF Steering Committee – Purpose, Roles and Responsibilities

Purpose

The Steering Committee serves as the primary leadership and governance body of Indivisible Santa Fe. Its role is to set strategic direction, ensure organizational stability, and support effective execution of Indivisible’s mission while empowering members and working groups to carry out day-to-day activities.

The Steering Committee operates collaboratively, transparently, and in alignment with the organization’s values.

Core Responsibilities of the Steering Committee

The Steering Committee collectively is responsible for:

- **Strategic Direction**
 - Establish and periodically reassess priorities, goals, and initiatives
 - Align activities with Indivisible’s mission and values
 - Communicate direction to membership
 - **Decision-Making**
 - Make timely decisions on key issues, including events, partnerships, messaging, and resource allocation
 - Serve as the final decision-making body when consensus cannot be reached at the general membership level
 - **Oversight & Accountability**
 - Ensure responsible use of funds and resources, including time and effort of membership
 - Provide guidance and accountability for working groups and leadership roles
 - **Coordination**
 - Facilitate communication across committees, volunteers, and leadership
 - Ensure efforts are aligned and not duplicative across teams
 - **Continuity & Stability**
 - Maintain institutional knowledge
 - Support leadership transitions and succession planning
 - **Community Culture**
 - Model respectful, inclusive, and constructive engagement
 - Address conflicts or conduct issues when necessary
-

Steering Committee Roles & Responsibilities

1. Chair

Primary Role: Strategic leader and facilitator

Responsibilities:

- Lead Steering Committee meetings and set agendas
 - Guide overall strategy and ensure alignment with mission
 - Serve as the primary spokesperson when needed
 - Facilitate decision-making and consensus-building
 - Ensure all voices are heard while maintaining forward progress
 - Act as a point of escalation for sensitive or complex issues
 - Support and mentor other Steering Committee members
-

2. Vice Chair / Operations

Primary Role: Execution and operational coordination

Responsibilities:

- Oversee day-to-day operations and implementation of initiatives
 - Coordinate across working groups (Events, Communication, Collaboration, etc.)
 - Track progress on key initiatives and follow up on action items
 - Step in for the Chair when needed
 - Identify operational gaps and propose solutions
 - Help ensure meetings and events are well-organized and executed
-

3. Treasurer

Primary Role: Financial stewardship and transparency

Responsibilities:

- Manage organizational funds, bank accounts, and financial records
- Track income and expenses and maintain accurate bookkeeping
- Prepare and present regular financial reports to the Steering Committee and/or membership
- Develop and monitor budgets for events and initiatives
- Ensure compliance with any applicable financial or reporting requirements
- Advise on financial implications of decisions

4. Secretary

Primary Role: Documentation and communication integrity

Responsibilities:

- Take and distribute meeting notes for Steering Committee meetings
 - Maintain records of decisions, policies, and key documents
 - Manage official communications (as appropriate), including agendas and notices
 - Help ensure transparency by sharing relevant updates with membership
 - Maintain organizational documents (bylaws, contact lists, etc.)
-

5. Member-at-Large

Primary Role: Flexible leadership support and membership representation

Responsibilities:

- Represent the interests and perspectives of the broader membership
 - Support key initiatives, events, or projects as needed
 - Provide additional capacity where gaps exist
 - Participate in decision-making and strategic discussions
 - Help with outreach, engagement, and community-building
 - Take on special assignments or emerging priorities
-