Committee Charge - July 26th

Committees
Education and Workforce Development
Housing
Health
Business
Civic Engagement

By end of committee meeting:
1. Get to know your committee members and their strengths
2. Identify priority areas of committee
3. *Are there any immediate, known legislative changes you want to recommend? If so, focus on this. If not, continue to 4.*
4. Review what needs to be done, and what is already known.
5. Decide what will be done, by whom, and when. *Fill out Action table.*
6. *Save all to google drive for your committee*

Identify major priority areas (up to 3) - example for business committee: wage theft, GO Virginia, data on Latino participation in government contracts

Committee Name: _____

Committee Members' Names and Strengths/Expertise

1. _____
2. _____
3. _____
4. _____
5. _____

Priority Areas of Committee:

1. _____

2. _____

3. _____

Committee Report Template for Each Priority Area

Define the Problem

Brief statement of the problem for the Latino community:

Detailed problem definition (what is the problem, why does it matter, whom does it affect, what causes the problem, what is the magnitude of the problem)
Note: please cite recent data or research from original sources and identify source and date of data

Vision or Goal (Give an aspirational statement)

Involved Parties

Who in government has responsibility for the problem?

What is the government entity doing about it?

Who else is involved (e.g. NGOs) and what are they doing about it?

Action

What should be done through:
  1. **Legislative change***

  2. **Regulatory change**

  3. **Administrative action - with special focus on creating an "open and accessible government"**

***If there is an immediate, researched legislative proposal, please focus on this at July 26th meeting**

Additional Information Needed What additional information do you need to complete the above?

Additional action needed by VLAB members
  1. Who will do what by when (see Action Table)

ACTION TABLE

Action	Who	By When