

**ADMINISTRATIVE PROCEDURES**

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| **80.05 Program Leader Committee**  | **Revised: November 2, 2023** |

1. PURPOSE

The purpose of the Program Leader Committee is to (1) foster interdepartmental and interdivisional communication, cooperation, and collaboration; (2) maximize operational issues being addressed at the program level; (3) identify opportunities and solutions for improving program efficiency and effectiveness; (4) actively engage in leadership from an agency-wide perspective; and (5) advise the Department Head Council on matters requiring higher level decisions.

2. MEMBERSHIP

2.1 The Committee is comprised of all agency program leaders, which include employees with titles of Program Leader, Regional Operations Chief, and Area Operations Chief.

2.2 Members will annually elect one member to serve as chair of the Committee.

1. RESPONSIBILITIES

The Committee will:

* 1. Periodically meet to discuss activities and issues relevant to program leaders.
	2. Actively look for and participate in interdepartmental and interdivisional collaboration activities.
	3. Identify operational issues and solutions to improve program efficiency and effectiveness.
	4. Provide advice and recommendations to the Department Head Council.
	5. Help improve communications across programs, departments, and divisions.
	6. Provide oversight of the Mentor Advisory Group.

4. MEETINGS

Meetings will be held once per quarter, including one annual retreat. The chair will schedule and facilitate the meetings. The chair will also communicate the Committee decisions and recommendations in writing to the Committee members and the Department Head Council.

5. REPORTING RELATIONSHIP

 The Committee reports to the Department Head Council.

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