

Engagement (Membership) Committee Charter

Committee Type:	Standing Committee
Authority:	SILC Bylaws, Article 2, Sections 2.1–2.6; Article 3, Section 3.3
Effective Date:	May 7, 2026
Last Revised:	March 2026

I. Purpose

The Engagement Committee is responsible for recruiting, vetting, and orienting new Council members, as well as fostering ongoing member engagement and community participation. The Committee ensures that the SILC's membership reflects the diversity of Hawaii's disability community and meets the composition requirements of the Rehabilitation Act, as amended by WIOA.

II. Scope of Authority

- Develop and implement strategies for recruiting qualified Council member candidates who represent a broad range of individuals with disabilities from diverse backgrounds.
- Review applications and recommend candidates to the Governor (or the SILC, if appointment authority has been delegated) for appointment.
- Ensure that the Council's composition meets all federal requirements, including that a majority of voting members are individuals with disabilities not employed by a State agency or CIL.
- Track member terms, vacancies, and reappointment eligibility.
- Plan and coordinate new member orientation and ongoing training activities.
- Serve as the Nominations Committee for officer elections at the annual meeting, in coordination with the Vice Chair and Secretary per the Bylaws.
- Develop and maintain outreach materials and strategies to engage people with disabilities in SILC activities.

- Coordinate the annual attendance review and make recommendations regarding member removal per Section 2.4 of the Bylaws.

III. Composition

The Engagement Committee shall consist of:

- A Committee Chair appointed by the SILC Chair
- At least two (2) additional Council members
- The Executive Director (non-voting, staff support)

Members from across different islands are encouraged to serve to ensure statewide representation in recruitment efforts.

IV. Meetings

- The Engagement Committee shall meet at least quarterly, or more frequently as needed, particularly during recruitment and nomination periods.
- A majority of Committee members shall constitute a quorum.
- Meetings may be conducted in person, by telephone, or by video conference.

V. Responsibilities

Recruitment and Appointment

- Maintain a pipeline of qualified candidates for Council membership.
- Conduct outreach to underserved communities, including neighbor islands, to ensure statewide representation.
- Screen and evaluate applications, conducting interviews when appropriate.
- Prepare and submit appointment recommendations.

Orientation and Training

- Develop and maintain a new member orientation program covering SILC history, mission, bylaws, policies, the SPIL, and the independent living philosophy.

- Coordinate ongoing training opportunities for Council members on topics relevant to independent living and council governance.

Officer Nominations

- Prepare the slate of officer nominees for the annual election, working with the Vice Chair and Secretary.
- Ensure nominees meet the eligibility requirements of Section 3.3 of the Bylaws.

VI. Reporting

- The Committee Chair shall report on engagement activities, membership status, and recruitment progress at each regularly scheduled Council meeting.
- Minutes of all Engagement Committee meetings shall be recorded, approved, and made available to Council members.

VII. Review

This charter shall be reviewed annually by the Engagement Committee and the full Council.