Charter for the creation of:

**FIRST in Texas (FiT)**

**FIRST® Robotics Competition (FRC) - Mentor Advisory Committee (MAC)**

1. **Mission:**
   a. To grow and develop a mentor community that engages and works collaboratively with **FIRST** in Texas to deliver the components of the **FIRST®** Robotics Competition Program to the students and teams of Texas and New Mexico.

2. **Scope of Work:**
   a. The Mentor Advisory Committee (MAC) is a standing body for the purpose of working with fellow mentors, volunteers and leadership of **FIRST** in Texas (FiT).
   b. MAC shall:
      i. Be composed of mentor representatives from FRC teams across Texas and New Mexico.
      ii. Provide FiT with objective opinions directly related to FRC activities.
   c. MAC shall be:
      i. Provide technical assistance and mentoring resources for FiT FRC teams.
      ii. Support volunteer recruitment for FRC activities.
      iii. Develop mentor community best practices.
      iv. Increase team/mentor engagement with FiT.
   d. The MAC shall not:
      i. Have any authority to contract on behalf of, make financial obligations for, or utilize assets owned or managed by FiT.
      ii. Disclose confidential information directly or indirectly shared by FiT.

3. **Procedural Rules**
   a. The MAC shall conduct themselves with business decorum as advised through “Robert’s Rules of Order”.
   b. Meetings
      i. The full MAC should meet quarterly.
      ii. The MAC Steering Council may meet monthly or as needed as determined by the committee.
      iii. FiT shall provide a staff designee to attend MAC quarterly meetings.
      iv. Meetings shall be carried out via a FiT digital platform, recorded and archived.
   c. Minutes
      i. Minutes of each meeting should be kept by a member of the Steering Council. An electronic copy shall be emailed to the FiT designee who will provide copies to MAC membership.
   d. Recommendations and Reports

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i. MAC recommendations and reports shall be submitted in writing to the FiT designee. Documents should include suggested actions and proposed solutions.

e. Communication Plan
   i. MAC shall communicate to all representatives through the FiT Designee in order to maintain appropriate FiT privacy policies.

4. Membership
   a. MAC membership is open to one adult (not in high school) representative from each registered Texas/New Mexico FRC team. All members must register in the MAC system. (FiT Privacy Policy)
   b. MAC Steering Council
      i. Shall consist of 9 mentors selected by the MAC members. A Chair, Chair Elect, Past Chair (after initial two year term), Secretary, Sergeant at Arms and 4-5 At-Large Members.
      ii. FiT Designee will serve as the Treasurer w/ non voting duties.
      iii. Representation on the Steering Committee shall attempt to reflect the following:
           1. 8 regions of FiT (Alamo, Central, East, New Mexico, North, Panhandle, South, West).
           2. Teams with 10+ years
           3. Teams with 3 to 5 years
           4. Teams with Rookie status to 3 years
           5. Equity & Diversity Inclusion
      iv. Steering Committee members shall serve a two year term.
   c. MAC Governing Policy
      i. MAC members vote on by-laws submitted by the Steering Council.
      ii. MAC is responsible for self governance based on the by-laws.
      iii. FiT Operations team will be responsible to carry out governance until initial Steering Council nominations and vote are complete.

5. FiT will:
   a. Host any and all official forms of communications of the MAC and committee via FiT technology.
   b. Handle all meeting announcements to the MAC.
   c. Provide staff to support the mission of the MAC.
   d. Handle the organization and hosting of the MAC and committee meetings via FiT technology