



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 though “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



- 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