

Sample Committee Process & Procedures

Appointment

The Board of Directors (acting through its President) establishes all committees. The President in consultation with the Executive Director and Committee Chair appoints all committee members. Committee appointments are for one year and are renewable. The President in consultation with the Executive Director and the Immediate Past President appoints committee chairs. Chairmanship appointments are for one year and are renewable.

Committee Charges

At the beginning of each year, the President will recommend to the Executive Committee charges for all committees based on objectives and action steps from the Strategic Plan and its annual implementation plan. Committees will be asked to report on their progress toward accomplishing their charges.

Scope of Authority

All committees operate by authority delegated by the Board of Directors. All committee goals and projects that are not Strategic Plan action steps or not otherwise included in the current fiscal year's budget must be approved by the Executive Director or Executive Committee before proceeding to action.

Reporting

Committees are not expected or encouraged to make routine reports at every Board of Directors meeting. If a committee chair wants to report on a specific topic, the chair should advise the President or the Executive Director in advance of the Board meeting so the topic can be included on the agenda. In lieu of giving an oral report at Board meetings, committee chairs may submit brief written reports to be included in scheduled Board mailings.

Action Items

The President or the Executive Director should be advised at least 10 days in advance of the Board meeting of any items that require Board action. The committee should consider if brief documentation provided in advance would expedite Board discussion and action. The agenda and other materials are mailed to Board members on the Friday prior to the Board meeting.

Executive Committee

The President or the Executive Director should be advised in advance if a Committee Chair wants to bring an item to the Executive Committee for discussion or action.

Committee Meeting Schedules

Each committee should establish its meeting schedule for the year by the end of January. This helps minimize schedule conflicts for Board members and staff.

Minutes

Every committee should produce minutes or a summary of each meeting. The committee chair is responsible for assuring that minutes are prepared and provided to the association headquarters for circulation to other committees. (Minutes of the Nominating Committee are considered confidential and not circulated to other committees.)

Process for Planning and Implementation of Policy and Strategy

1. Committee chairs, committee members and Executive Director/Staff Liaison share the responsibility for identifying issues and topics that require committee attention. In many cases, the Executive Director/Staff Liaison will bring a recommendation to the committee
2. The committee develops policy and/or strategy and determines if it requires full Board approval. Criteria for Board approval are: financial impact, organizational impact and/or community visibility. Committee recommendations to the Board should be developed in conjunction with or reviewed by the Executive Director.
3. If required, the full Board discusses and adopts the policy and/or strategy.
4. The Executive Director/Staff Liaison implements the policy and/or strategy working with Board and other committee members as individuals to achieve results. The committee chair facilitates the utilization of Board and committee members.
5. The committee provides oversight on implementation utilizing input prepared by the Executive Director/Staff Liaison.
6. The committee reports monitoring results to full Board.