

COMMITTEE OPERATING GUIDELINES

The Board shall provide each standing committee with a clear description of its objectives, scope, duties, and time schedule. If the Board does not appoint a chairperson at the beginning of each committee year, the committee shall elect a chairperson.

1) Committee members shall be appointed by the Board including filling vacancies.

2) Committee shall report vacancies to the Board.

2) Committee members are appointed for three year terms. Terms shall be staggered so that no more than 1/3 would be leaving in any year except to fill vacancies. The Board may reappoint any or all members. Ad-hoc committee members terms shall be determined by the Board.

3) The Board shall appoint a Board member as a nonvoting member to each committee.

4) The committee shall prepare minutes of each meeting and provided a copy to the contact person.

5) All activities affecting Association members or involving expenditure of Association funds must have Board approval.

6) The chairperson shall prepare a written report annually and submit it to the Board by Jan. 31. Ad-hoc committees shall prepare and submit a final report to the Board at the completion of the assigned task.

7) All actions must be in conformance with the Association Governing Documents.

8) Any committee may make recommend to the Board changes or additions to these Operation Guidelines tin order to improve its function.

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