

Committee Meetings and Reports

COMMITTEE MEETINGS

For Standing Committees and subcommittees of Standing Committees:

- Where practicable, meetings are to be scheduled for times and places that are convenient for Members and in a way to keep costs within the approved budget.
- Chairpersons are to send timely notice of agendas, reports, and other related meeting materials to all Committee and Board Liaison Members.
- Board Liaisons are encouraged to attend meetings and permitted to participate in discussion.

The number of Committee meetings in a given year varies and is dependent on availability of funds. Typically Committees meet as follows:

Committee	Number/Timing of Meetings
Marketing	<ul style="list-style-type: none"> • meets at least twice a year; once in the Spring and once in the Fall • additional meetings to be determined if deemed necessary • meetings can be held face-to-face or via conference call
Education	<ul style="list-style-type: none"> • meets at least twice a year; once in the Spring and once in the Fall • additional meetings to be determined if deemed necessary • meetings can be held face-to-face or via conference call
Ethics	<ul style="list-style-type: none"> • meeting schedule to be determined only if necessary
Ad Hoc	<ul style="list-style-type: none"> • meeting schedule to be determined only if necessary

COMMITTEE REPORTS

Definition

A Committee report is an official, written statement that is publicly available. It is formally adopted by a majority vote of the Committee and is presented to the Board of Directors in the name of the Committee.

Requirements

Committee Chairpersons must:

- submit minutes for each Committee meeting to Board Liaisons no later than three (3) weeks after the meeting;
- submit an Annual Report six (6) weeks prior to the Annual General Meetings (AGM).

Content, Formal, and Style

- A Committee report contains:
 - a heading which includes the name of the Committee, the name of the Chairperson, and the date of the report.
 - information obtained, actions taken, and recommendations made on behalf of the Committee. If a Committee is charged with a responsibility, the report should include information on how the Committee accomplished the assigned task, or if a Committee is charged with making a recommendation, the recommendation should be part of the report.
- Committee reports should not contain inflammatory comments regarding interpersonal and/or inter-Committee conflicts.
- Committee reports should be signed by the Chairperson indicating that the Committee approved the report and the Chair signed on the Committee's behalf. The designation "Chairperson" should follow the Chair's signature.