

Committee Responsibilities

The following outlines general Committee responsibilities that apply to all Standing Committees, all Committee Chairs, and all Committee Members.

COMMITTEE RESPONSIBILITIES

Committee Guideline Contract

Upon ratification of their names by the Board of Directors, new Committee Members and Chairpersons are representatives of the Association and must agree to maintain a higher standard of professional conduct when representing the Association.

Budget

Each Committee is responsible for submitting a proposed Committee budget with clearly defined goals and objectives to the Board of Directors by the Fall of each year and for operating within the approved budget.

Policies and Procedures

Each Committee is responsible to review and update the Committee's policies and procedures annually. Recommended changes require Board of Director approval and are to be submitted to the Board six (6) weeks prior to the Annual General Meeting (AGM). (Also see "New and Revised Policies and Procedures" in *Manual Introduction, #1-1*)

Travel and Accommodation

Committee Members who travel on Association business are expected to adhere to the conditions outlined in *Travel and Expense Claims, #6-4*.

Temporary Chair

If a Committee Chair is unable to fulfill his/her duties, the Standing Committee is to appoint another Committee Member, ratified by the Board of Directors, to temporarily attend to the Chairperson's duties.

Legal Consultation

1. The Ethics Committee Chair and the Association Ombudsperson are usually the only ones with direct access to legal consultation. For fiscal accountability, and to minimize legal expenses:

- a) A Committee that requires legal consultation should submit the request to the President of the Association in writing including specific questions the Committee wants answered by the lawyer and issues pertinent to the request.
 - b) The legal response should be returned in writing. Face-to-face and telephone communication should be the exception and coordinated through the President.
2. Financial responsibility is as follows:
- a) Committee requests for legal consultation pertinent to the *Alberta Athletic Therapists Association Policy and Procedure Manual* are the financial responsibility of the Association.

RESPONSIBILITIES OF COMMITTEE CHAIRS

All Standing Committee Chairs are responsible to:

1. Preside at all meetings of the Committee.
2. Coordinate and oversee the function of the Committee including:
 - a) setting and coordinating meetings dates;
 - b) setting up conference calls;
 - c) preparing agendas and arranging meeting details; and
 - d) disseminating pertinent documents to all Committee Members.
3. Attend Committee meetings, combined meetings of the Board of Directors and Chairpersons of other Standing Committees, and the AGM. In extenuating circumstances, and with Board of Director approval, the Chairperson may appoint a designate to attend a meeting in his/her place.
4. Liaise with the appointed Board of Director Liaison.
5. Communicate with Committee Members regarding Association and Committee activities.
6. Take minutes for Committee meetings or appoint a Member to record the minutes of each meeting. Submit minutes to the Board Liaison no later than three (3) weeks following each meeting. In a year when the Chair's position is changing, the outgoing Chair is responsible for the last meeting presided over.
7. Ensure corrections to the minutes are recorded and a copy of all approved minutes is circulated to Members of the Committee and the Board of Director liaison.
8. Submit Committee reports in keeping with "Committee Reports – Requirements" in *Committee Meetings and Reports, #3-2*.
9. Review and maintain the Committee's Policies and Procedures.

10. Submit recommended motions to the Board of Directors prior to each Board meeting.
11. Submit expense claim forms for reimbursement for expenses incurred in the course of completing Association responsibilities including preparing and distribution of minutes and materials prior to meetings.
12. Submit a proposed annual budget with clearly defined goals and objectives to the Board of Directors.

In addition, see specific Member's *Committee Responsibilities* in #3-3 of this *Manual*.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee Members are responsible to:

1. Attend all scheduled Committee meetings.
2. Carry out tasks assigned by the Committee Chair.
3. Take and distribute minutes of meetings if required.
4. Remain knowledgeable about Association and Committee activities by reading the minutes, Committee reports, and other applicable documentation.
5. Where a real or perceived conflict of interest occurs, declare the conflict of interest and ask to be excused from any discussion or final decision related to the issue in question. The Chair will delegate a replacement as necessary.
6. Other related duties as assigned to the committee by the Board of Directors.

In addition, see specific Member's *Committee Responsibilities* in #3-3 of this *Manual*.