

Policy name: Committees and Chapter Task Forces

Number: 2004-09-A1

Date of Policy: 09/16/2004

A. Policy Statement:

This policy has been generated to document the process of creating a Committee and further define the relationship between the Board of Directors and Committees (and / or Chapter Task Forces). Its objective is to provide guidelines and expand on existing Chapter related Bylaws, such that:

1. There is more clarity in areas where questions have arisen
2. There is a more consistent approach to the process from year to year

B. Expectations: (as a result of applying the policy)

The process of Committee formation, chartering, reporting, control and termination is more clearly defined and issues arising throughout these processes can be resolved in a consistent manner.

This Policy refers to Committees and Task Forces appointed by the BoD. Committees can also be appointed and managed by members via a special resolution.

C. Comment or clarification: (of the policy or expectations, if any, especially in any special cases that may be envisaged)

This policy is not meant to restrict or reduce member rights in any fashion but rather further interpret points in the Constitution and Bylaws such that member rights are preserved and the best interests of the Chapter are served.

D. Procedures: (i.e. the sequence of steps to give effect to the policy, if applicable)

A Charter shall be generated and the membership notified, of the Committee and its Charter prior to the appointment of the Committee. After notification, to the members of the proposed committee, and not sooner than 10 working days, the Board may ratify the Charter and appoint a Chair, after addressing any member concerns.

The Charter will be placed on the Chapter Website and remain available to the members for as long as the Committee remains in place. Subsequent to the Committee being dissolved, the Charter shall be placed in the "Archive" section of the web site.

The Charter must meet the Bylaw requirements.

4.13.1.3 The appointing body shall generate a charter for each committee, which defines its purpose, authority and outcomes.

The Charter should also contain a duration that the Committee is expected to remain in operation for. The website should also contain the following relevant information and the date when this information was last updated, modified or added to:

1. The Committee Chair and members, their Bio's and contact info.
2. The date that Committee members were appointed.
3. The date and times of Committee Meetings.
4. The minutes reviewed by the Board.
5. Other relevant information as deemed necessary by the Committee and approved by the Board.

Committee Chair

The Chair of the Committee will be a chapter member and shall be appointed by the President. The Chair will:

1. Call and preside over all meetings.
2. Direct the activities of the committee members.
3. Be solely responsible to the President and the BoD.
4. Be the single point of contact with the Board and its President.
5. Ensure that meeting notification and agenda's are provided to the committee and the BoD, prior to all Committee meetings.
6. Ensure that Committee Meeting Minutes are generated, reviewed and approved by the Committee prior to being forwarded to the BoD and within 5 working days of the meeting.

Committee Members

All members of the Committee must be Chapter members in good standing and this is to be confirmed by the VP Membership once the Committee has been identified.

Exceptions to this may occur but must be approved by the BoD.

Committee Members

1. All Committee members must be approved the BoD.
2. All Committee members will take direction from and report to the Committee Chair.
3. Directors who are Committee members will act and behave as any other Committee member and command no special attention or consideration.
4. All Committee Members will submit a 'bio' for distribution to members and placement on the Chapter Website.
5. Committee members will review, agree to and abide by all PMI, Chapter and BoD guides for professional conduct and ethical behavior.

E. Definitions: (of terms used in the policy, if needed, e.g. "member" means a currently paid-up registered member of the chapter, etc.)

BoD means the Board of Directors.

F. Primary Responsibility: (for the conduct of the policy, e.g. VP-XYZ)

The Current BoD is responsible for the Committee.

G. Cross References: (to any other policies, if applicable)

To other policies - None.

To the Constitution and Bylaws (See below)

Section 4 Directors and Officers

4.13 Committees

4.13.1 Committees in general

4.13.1.1 Committees may be appointed by the Board of Directors.

4.13.1.2 Committees may be appointed by the members via a special resolution.

4.13.1.3 The appointing body shall generate a charter for each committee, which defines its purpose, authority and outcomes.

4.13.1.4 A chairperson and members for each committee shall be appointed from the membership of the Association.

4.13.1.5 Committees shall be responsible to the body that appoints them.

4.13.2 Audit Committee

4.13.2.1 There shall be an Audit Committee, composed of non Board members, appointed by the members at the AGM to conduct a review of the operations and the financial transactions of the association for the current fiscal year.

4.13.2.2 The Audit Committee shall have the authority to engage the services of a financial auditor to conduct a formal audit as they see fit.

4.13.2.3 The audit report shall be posted/sent to the membership and an EGM may be called at the discretion of the audit committee.

4.13.2.4 The audit committee shall report, provide an audit or hold an EGM no later than May of the subsequent year.

4.13.2.5 No member of the Board of Directors during the year of audit or the year of reporting may serve on the Audit committee.

4.13.3 Nominating Committee

4.13.3.1 The Nominating Committee shall be a Past President as Chairman and two other members appointed by the President.

4.13.3.2 No member of the Nominating Committee shall be included in the slate of nominees prepared by this committee.

4.13.3.3 The Nominating Committee shall set criteria for selection of nominees.

4.13.3.4 The Nominating Committee shall present its recommendations to the Dinner meeting in the month which precedes the AGM.

H. Coordination Issues: (to be considered, if any, e.g. communications advice)

None.

I. Attachments: (flow charts, diagrams etc. if they help)

None applicable.

J. Policy approval authority:

The Board of Directors, after review and comment by the membership.