

Committee Requirements:

- By January ten (10) of each year provide to Vice President updated information on Committee Contact list
- The Chair or designee shall provide a verbal or written report of committee activities at every General Membership meeting. The written report shall be provided to the Vice President five (days) prior to the Conference.
- Year-end Summary of activities to Vice President by January ten (10) of each year
- Information on Committee Webpage to be kept current, updated at least twice yearly
- Minimum Info to be on website: contact info, mission/vision/goal, meeting dates
- Provide report/article on committee activity(s) at least twice/year for the chapter Magazine
- Include (provide copies for) Vice President in all Committee correspondence
- Add Vice President as cc: to committee e-mail distribution list

For June 13, 2008 Board Meeting Discussion:

**Committee Chair Annual Meeting – Should we have one? When? Where ?
How about a Committee Chair meeting at every Conference? Who besides
committee chairs should attend? Who's role is it to organize the meetings?**

**How about the listed requirements? Too many at this point? Not enough? Not
defined? Who enforces? Etc. etc.**

Will you be a liaison for a committee?