

Section D – GENERAL COMMITTEE PROCEDURES

Each Committee, in its last spring meeting, shall identify a Chairperson for the coming year (with the consent of the individual nominated) and recommend the selection to **the Board President**. **The Board**, at its last spring meeting, will approve the President's nominee.

DUTIES OF THE COMMITTEE CHAIRPERSON

The responsibilities and duties of each Committee Chairperson are stated in the Bylaws. To fulfill these duties, a Committee Chairperson will:

- Schedule Committee meetings and, if the meetings are to be held in University of Mary Washington facilities, ask the Curriculum Committee Chairperson or his/her designee to arrange a room for each committee meeting
- Prepare an agenda for the Committee meetings
- Conduct Committee meetings
- Help to ensure that all agenda items (and other items raised at the meeting) are addressed, or resolved as appropriate.
- Assign projects to Committee members and follow up to ensure satisfactory completion
- Review the minutes of the meeting with the Committee Secretary (if applicable) and ensure their distribution to Committee members
- Attend the Board of Directors quarterly meetings and the semi-annual General Membership Meetings
- Report significant Committee meeting projects/results to the Board of Directors
- Coordinate activities with the ElderStudy Schedule

- Follows the ElderStudy financial procedures by providing the Treasurer with a proposed annual budget when requested by the Annual Budget Call and monitors Committee expenses to ensure that the committee follows ElderStudy financial procedures and does not exceed its authorized budget.
- Lead an annual review of the Committee's sections of the ***Policies and Procedures*** and forward recommended changes to the Administration Committee by May 1.

DUTIES OF THE COMMITTEE SECRETARY

Duties of a Committee Secretary (when a Committee requires a Secretary) include:

- Take notes of what takes place at the Committee meetings and collect copies of agenda, reports, schedules, etc. presented formally at the meetings
- Prepare the minutes from notes taken and materials presented at the meeting
- Make copies of the minutes for the Committee Chairperson, the Board of Directors, and the permanent ElderStudy files

General Committee Procedures

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- Read the minutes at the next meeting, if requested
- Correct and record the minutes as read
- File the corrected minutes in the appropriate ElderStudy Committee file

COMMITTEE MEMBERSHIP: FREQUENCY AND TIMING OF MEETINGS

The Committee Chairperson should set the minimum number of meetings to be held during the year to enable the Committee to address the assigned responsibilities. If necessary, meetings may be added or canceled as Committee responsibilities dictate.

- Any member may attend a committee meeting and participate in the discussion provided that such participation is conducted in a constructive, courteous, and orderly manner.
- Any member may volunteer to serve on any Committee; however, the Administration Committee has special requirements, described below.
- Committee members' active participation should be stressed.
- Each Committee Chairperson may establish sub-Committees or support groups within a specific Committee as required.
- Committee meetings are held no less frequently than quarterly and at least one week prior to the quarterly Board of Directors meetings to allow time to prepare the Committee's report.
- A member who wishes to become a voting member of the Administration Committee should become familiar with the responsibilities of that Committee and attend at least one Committee meeting. Then he/she should make his/her wishes known to the Administration Committee Chairperson, who shall obtain approval by a simple majority vote of the vote-eligible Committee members to accept that member's participation. In volunteering, the member should recognize that a long-term commitment is required (one year or longer with a minimum 75% meeting participation) to successfully and responsibly assist the Committee in completing its responsibilities.