

COMMITTEE RESPONSIBILITIES
(approved 1/99; 1/10; 4/11; 8/13; 6/15; 8/16)

SECTION 1 GENERAL DUTIES:

(A) Committees shall function to fulfill the goals of the corporation.

(B) Each committee shall produce an annual action plan to include committee goals, activities, timeline and budget. Budget requests are due to the executive director by October 1. Plans shall be developed in early fall for implementation during the January 1 through December 31 calendar year. Plans shall be approved by the president and presented to the board of directors for final approval at the January board meeting.

(C) Committees shall be:

- Awards and Scholarships
- Building the Network
- Convention
- Education
- Executive
- Finance
- Past Presidents
- Policy
- State Initiatives

(D) All publications created by a committee shall be subject to the publication policy #6000.

SECTION 2 SPECIFIC DUTIES: Each committee member shall attend committee meetings, collaborate with committee peers, and work to complete committee goals.