

## COMMITTEE POLICIES AND PROCEDURES

### I. Purpose

The Chapter shall operate with the assistance of Committees. Committee member terms shall commence on the 1<sup>st</sup> day of January of each year. The term shall be for one year. The Nomination Committee shall consist of not less than three members. The President shall appoint all members, including the Chair. All other committees will be filled on a volunteer basis, with a goal of a Chair and at least one additional member. It is the responsibility of the Chair to establish the number of members that is deemed appropriate for the committee based on current activities. Committee members shall follow the guidelines as set forth in the Committee Descriptions and report to the Board of Directors. The President may appoint additional committees as required.

### II. Committees

The committees and duties are as follows:

- A. The Nomination Committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy.
  - Solicit, receive and evaluate nominations from the members.
  - Provide selection criteria to Board for approval if nominees are to be eliminated.
  - Provide slate of nominees to the President no later than thirty (30) days prior to election meeting.
  - Prepare and distribute ballots.
  - Count votes and notify membership of results.
  - Administer chapter award programs.
  - Prepare submission for Chapter of the Year, Manager and Buyer of the year if applicable to National.
- B. The Education Committee shall be responsible for arranging the educational speakers and other events for monthly meetings.
  - Present potential educational topics to membership and Board for scheduling input.
  - Locate and schedule appropriate speakers for meetings.
  - Provide summary of topics to Secretary for insertion into meeting notices.
  - Provide thank you notes and /or token of appreciation to speaker as appropriate.
- C. The Membership Committee shall track membership, provide membership materials, shall provide membership information to potential members, and shall coordinate annual membership drives.
  - Maintain membership database.
  - Prepare and provide packets.
  - Distribute revised membership list in spring.
  - Coordinate membership drive in October and November.
  - Update agency listing within the Copper Chapter region.
- D. The Seminar Committee shall be responsible for coordinating all activities related to formal seminars.
  - Present seminar options to membership for selection.
  - Schedule seminars with NIGP.
  - Arrange for room and refreshments at conference facility.
  - Block rooms at hotel for out-of-area attendees.
  - Advertise seminar and ensure appearance on NIGP website.
  - Coordinate seminar registration and record fees before submitting to treasurer.
  - Act as a liaison with instructor.
  - Attend first morning of seminar and greet instructor and attendees.
- E. The Special Events Committee shall coordinate all social and charitable events.
  - Present function options to membership for decisions.
  - Coordinate and advertise Christmas event.
  - Coordinate and advertise other charity or social events as necessary.
- F. The Food Committee shall determine the menu for each meeting and shall coordinate all Chapter meals.

- Determine menu for each meeting and provide information to Secretary for meeting notices.
  - Accept RSVP's for meetings to obtain meal count (or coordinate with someone to accept RSVP's)
  - Place food orders and obtain check from Treasurer to pay upon food delivery.
  - Prepare backup utensils and paper ware.
  - Coordinate food setup.
  - Maintain a spreadsheet of catering counts and costs.
- G. The Scholarship/Fundraising Committee shall coordinate the review of scholarship applicants and organize the fundraisers to provide funding.
- Coordinate fundraiser for scholarship fund.
  - Follow Scholarship Policy and Procedures.
  - Distribute applications.
  - Inform members about process and timeframes.
  - Receive, review, tabulate and make recommendations for approval to the Board.
  - Coordinate and organize forum registration and related preparation.
- H. The National Liaison Committee shall provide regular communication and feedback to and from NIGP board and committees. This Committee shall be formed whenever there is national representation from within Copper Chapter members.
- Provide feedback to and from National Board and committees.
- I. The By-Law Committee shall be responsible for notating suggested revisions and preparing for the membership, subsequent to Board review.
- Review By-Laws for necessary revisions.
  - Present potential revisions to membership for voting.
  - Ensure quorum votes on revisions.
  - Revise and distribute By-Laws with approved revisions.
  - Act as parliamentarian to Board and at meetings.
  - Assists with maintenance of Policies and Procedures.
- J. The Communications Committee shall be responsible for preparing and maintaining a method to communicate with the member.
- Prepare and distribute information.
  - Solicit articles from members, outside organizations and other appropriate sources.

### III Procedures

At the October monthly meeting there should be a call for new committee chairs and members to serve for the next calendar year. Any interested persons for either a chair position or a member position, may volunteer at the meeting or make their interest known by proxy. By the November meeting, it is the goal to have a complete roster for all committee chairs and members. The complete list of committee chairs and members for the next calendar year will be announced at the November meeting.