

Poway Chamber of Commerce Committee Charter July 15, 2017

Organization

Review of Mission

The mission of each committee shall be reviewed and reassessed by the board annually and any proposed changes shall be submitted to the board for approval.

Membership/Structure/Quorum

Each committee shall consist of at least five or more members in good standing. The committee Chair shall be appointed by the Board Chair. Each committee requires a Chair, a Co-Chair and at least 1 board member.

Meetings

Committees shall establish and publish a regular meeting schedule. A quorum of any meeting of the committee shall consist of a majority of its voting members. Members will be expected to attend all meetings to remain in good standing. NOTE: This is where we can articulate the specifics about attendance, participation and removal of committee membership for lack of attendance. If a committee member misses 3 meetings in a fiscal year, they may be subject to removal.

Agenda, Minutes, and Reports

The chair shall be responsible for working with staff on the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members in advance of the meeting. Minutes for all meetings shall be drafted by a designee, reviewed by the committee chair, and approved by committee members at the following meeting.

Communication with Board

Board Liaison will report progress to the board as needed or to approve action taken by the committee.

Conflict of Interest

Committee members shall conduct themselves ethically and act in the best interest of the Chamber and its members. Committee members have a responsibility to excuse themselves from discussion and voting on matters that may present a conflict of interest. The board liaison shall have the right to intervene and excuse committee members where the potential for conflict of interest exists.