

Elements of a Committee Charter

Authority and Responsibilities for Standing Committees Approved by Board

Policies

Policy and practices must adhere to existing Board Policy.

Organization

Review of Mission The mission of 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, the member is subject to removal by the Committee Chair.

Agenda, Minutes, and Reports

The Chair, shall be responsible for establishing 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.

Evaluate Performance

Committees must report progress to the Board as needed

Communication with Board

Committee Board Members will provide regular updates to the Board at regular Board Meetings.

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 Chair shall have the right to intervene and excuse committee members where the potential for conflict of interest exists.