



Committee Policy	Policy # 3.1
Committee Process & Function	Effective Date: 9/22/2016
Approved By WAC Board of Directors	Revision: R Date: 10/27/2016

Purpose: The purpose of this Policy is to describe general WAC committee operations, establish the parameters within which they make decision and which types of decision that should be made by committee, those that will be forwarded to the BOD for action and those that will require membership vote.

Policy: All WAC Committees must have WAC members; regular meeting schedule; meetings open to the membership attendance and report activities to the WAC Board of Directors after each meeting.

Procedures:

Establishment of Committees:

The Board shall establish and name committees to assist the Board in the running and organization of the Club.

The Current Committees are: Building & Grounds Committee, Communications Committee, Fundraising Committee, Governance Committee, Membership Committee & Social Committee

Committee Membership

- Each committee will be made up of at least one WAC director or designee who will be appointed by the Board
- Each committee will have a least three WAC members
- Each committee can have additional WAC members in numbers that would comprise less than 1/3 of the number of members of the committee
- Each committee may appoint subcommittees
- Failure by a member to attend any three (3) consecutive meetings of the committee may result in automatic removal from the committee.

Committee meeting schedule

- Each committee must establish a regular meeting schedule at times that are accessible to the majority of committee members.
- Committee meeting schedule will be posted at least one week before a meeting is scheduled to be convened
- Each committee must meet at least one each quarter. Each committee will have a designated person to record minutes and to circulate them for approval and correction using email.

- Committee meetings shall normally be held at the WAC and shall be open to other WAC members but subcommittee meetings need not be since they may need to be held at homes or other convenient places

Committee Decision making

Committees will make recommendations to the board and membership based on a simple majority vote of the committee.

For certain issues and items that do not permanently alter the Club and are part of the routine maintenance of the Club and its mission, committees are empowered, with Board and membership oversight (via monitoring of committee reports and recommendations) to execute certain functions without a vote of the board and membership.

Committee Reporting

- Each Committee’s designated person will send meeting minutes to the BOD of directors after they are approved by committee members
- Each Committee will post meeting minutes after they are approved by committee members. Minutes will be posted on the Club’s website and on a bulletin board at the Club.
- Each Committee will make a report to the members and the Board at the next Board meeting that takes place after any monthly or quarterly committee meeting.

Revision log

- **Policy or form number:**

Rev.	Revision Description	Date	Author
1	Removal from committee may occur if member is absent more than three consecutive meetings	10/27/2016	khanifi