



COMMITTEE GUIDELINES

Committee Purpose

It will be the purpose of any standing committee appointed by the Board of Directors to assist the board to govern more efficiently. A committee is not designed to do staff work. Committees will be used to investigate, deliberate and analyze special issues on behalf of the board.

Committee Authority

Any committee established by WSA will have only the powers specifically delegated to it by the WSA Bylaws. Functions of each committee will be provided to the committee in writing. A committee established during a board meeting shall be recorded in the minutes of the meeting at which the committee was established. The President of WSA may establish additional committees as necessary per Bylaw 501.

Committee Accountability

Committees are a subsidiary of the board, and will be expected to report their work to the board on a regular basis. Each committee will be expected to make recommendations to the board for action, such recommendations to be made by a member of the committee in the form of a motion at a full board meeting.

The board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

Appointment of Committees

The President will appoint the chairperson of most committees per WSA Bylaw 414 & 501. Board members will be polled as to their committee preference and it is recommended that each board member serve on at least one committee.

Non-board members may also be appointed as committee members. In appointing non-board committee members, it will be determined which board areas will need board candidates in future years. An effort will then be made to appoint non-board members from these areas as a means of leadership development. Board candidate recommendation forms may be utilized in this process.

Ex Officio Committee Members

The President will be an ex-officio member of all committees, but will only vote on the committee to which he/she is assigned. The Executive Director or the Executive Director's delegated staff liaison will be a non-voting member of all committees as resource to the committee.

Duties of Committee Members

Duties of the members of committees will vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- Attend all meetings of the committee
- Complete Conflict of Interest Disclosure
- Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings
- Actively participate in discussions at committee meetings
- Follow through promptly on any assignments for the committee
- Support committee recommendations before the board

Committee Meetings

The committee chairperson will convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the Executive Director to avoid conflict and to ensure completion of staff support and research for the committee.

Minutes will be kept of committee meetings. Committees will submit a written summary of committee actions in an after action report and recommendations to the Board of Directors in the board meeting packet for the meeting at which committee recommendations will be considered. Committees should know the confidential nature of information provide to them and keep in mind that minutes are not public documents but the reports submitted to the WSA BOD are. When preparing minutes and reports please be sure to consider confidentiality in the way the information is presented.

Guidelines for the Committee Chairperson

The committee chairperson will be expected to lead the committee. The committee chairperson is accountable for ensuring the productivity of the committee by:

- planning the agenda for the committee meetings
- ensuring that all members of the committee are notified of committee meetings
- convening committee meetings and keeping meetings on track
- appointing a member of the committee to keep a written record of committee actions
- encouraging the committee to take action on the issues discussed by the committee
- ensuring that reports and recommendations for action from the committee are prepared timely
- leading the committee to evaluate its own operations