

**3010**

**COMMITTEE RESPONSIBILITIES**

**(approved 1/99; 1/10; 4/11; 8/13; 6/15; 8/16; 1/19; 11/19; 11/20, 9/23)**

**SECTION 1 GENERAL DUTIES:**

(A) Committees shall function to fulfill the goals of the corporation.

(B) The building the network, education and policy and advocacy committees shall produce an annual action plan to include committee goals, activities, timeline and budget. Budget requests are due to the executive director by the fall board meeting. Plans shall be developed at the annual strategic planning meeting or shortly thereafter for implementation during the January 1 through December 31 calendar year. Plans shall be approved by the president and presented to the board of directors for final approval at the January board meeting.

(C) Committees shall be:

- Building the Network
- Education -- (Awards and Scholarships, Conference)
- Executive -- (Policy of Corporation, Past Presidents)
- Policy and Advocacy

(D) All publications created by a committee shall be subject to the publication policy manual section 6000.

**SECTION 2 SPECIFIC DUTIES:** Each committee member shall attend committee meetings, collaborate with committee peers, and work to complete committee goals.