**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number  | **7.3** |
| policy name  | Committee Chair Responsibilities |
| **date of origin** | (Date) |
| purpose | * Provides descriptions for committees.
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| 1. **policy**
 | * At time of appointment, committee chairs will receive direction from the board president and regular lines of communication will be established.
* Annually, the chairs will develop a committee-specific action plan implementing the organization’s strategic plan and submit it to the board’s liaison for approval. The action plan delineates goals, objectives, tactics, time frames, and costs.
* The chairs will develop a budget to support the committee plan and submit it to the budget and finance committee and subsequently to the board for approval.
* The chairs will submit committee reports when requested by the board president, written reports for each board meeting, and a written annual report to be presented to the membership.
* The chairs will send minutes of committee meetings to committee members and distribute to the board, committee chairs as appropriate, and file.
* Committee chairs may be requested to attend XYZ board meetings.
* Following each board meeting, the chairs will be sent a copy of the meeting minutes for review and action if required.
* The chairs may request the use of a telephone credit card to be used for XYZ committee work with the approval of the board.
* The chairs will review and revise committee procedures annually. The committee procedure manual must be submitted to the policy committee for review. A copy of the committee procedure manual will be maintained at XYZ’s business offices.
* Chairs will obtain approval of the board president or designee of committee communications prior to their presentation to the membership.
* The chairs are responsible for the annual evaluation of the committees, utilizing the criteria approved by the board. This will include the chair evaluating the committee members and the committee members evaluating the chair.
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Revision Dates: