



### **Committee Operating Guidelines**

**These guidelines shall apply to all Chicks n Chaps® committees**

#### Guidelines for the Chair

- Committee Chair is responsible to guide the committee in its work as outlined by the National Board.
- Committee Chair will facilitate all committee meetings. In the absence of the Chair, the Vice-Chair will facilitate the committee meetings or the Chair will assign a designee.
- Committee Chair is the primary communication link with committee members concerning the activities of the committee
- Report to National Board
  - I. Financials – post event profit & loss summary
  - II. Post-event statistics - # attendees, # volunteers, volunteer hours, gross income, net income, total \$ amount donated, beneficiary of donation
- Set the agenda & send out prior to the meetings
- Start and end meetings on time
- Treat all opinions respectfully, foster the same among team members
- Make sure points are clarified & periodically summarized
- Seek consensus from the committee & vote on items as needed
- Be cognizant of those committee members not participating and engage them in the discussion
- Keep topics on track
- Assign responsibilities and follow up
- Recruit committee members
  - I. Match needs of committee skills & interests of members
  - II. Communicate expectations up front
- Orient new members
- Committee Chair should possess good communication skills, the ability to motivate others, organize effectively & work well with others to foster a team environment
- It is recommended that the Committee Chair mentor a Vice Chair to eventually take the role of Chair

## Guidelines for committee members

A committee member will:

- Report to the Chair on their assignments
- Actively participate in the work of the committee
- Be prepared for each meeting
- Report absence in advance
- Listen
- Speak up
- Ask questions
- Consider all options & share views
- Abide by decisions made by the group at the meeting

## Guidelines for Fiduciary Responsibility

- Financial Report given at each meeting
- Two members have access to financial information for protection of the individual handling the money and the protection of all members
- Up to date financial information at all meetings: sponsor commitments, registration numbers, donations and expenses to date.