

COMMITTEE GUIDELINES

OVERVIEW

1. The authority and duties of all committees are set by the BOD. Their authority will not exceed that of the Board.
2. All those serving on committee must be active members of an Al-Anon/Alateen Family Group.
3. Committees will have 3 members: Committee Chair, ISR and/or member-at-large. In addition, an Executive Committee member will be assigned by the Chairman of the Board (COB) to serve as a Board Liaison for each committee.
4. Standing Committees will serve a 1-year term and begin with the April Corporate Meeting. A term may be extended if a committee is unable to complete its duties by the end of its term. Special Committees may be created to accomplish a specific task or tasks. They will confine their work to the assigned task and will serve for the assigned term.
5. The Committee Chair will be appointed by the COB. The Chair may be, but need not be, a Director of the Board. The 2 other members will be ISRs and/or members-at-large. They are appointed by the Committee Chair.
6. Vacancies occurring on a Committee will be filled by the Committee Chair. If a Committee Chair is unable to perform their duties or resigns, the COB will appoint a replacement for the remainder of the term.
7. A committee may be dissolved at any time by the BOD. Special Committees are automatically dissolved at completion of their task.

COMMITTEE DUTIES

ALL COMMITTEES

1. Assure that the Secretary of the Corporation has copies of important records for safekeeping.
2. Prepare an end of term or task report and assure that the Secretary of the Corporation has a copy for safekeeping.

STANDING COMMITTEES

1. Give a copy of end of term report to incoming Committee Chair.
2. Facilitate a smooth transition between incoming and outgoing Committee Chairs.

AUDIT COMMITTEE

The Audit Committee will perform the annual audit of the financial records of the Corporation. It is strongly recommended that one committee member have a working knowledge of audit methods.

BUDGET COMMITTEE

The Budget Committee prepares the annual budget for the Corporation using the current financial report as a guide. The Treasurer of the Corporation is a member of the Budget Committee.

BY-LAWS COMMITTEE

The By-Laws Committee presents a copy of any improvements, revisions, amendments and/or repeal of the By-Laws to voting members of the Corporation at least two weeks prior to a Corporate Meeting at which the voting will take place. Members will also promote adherence to the By-Laws during meetings of the Corporation.

NOMINATING COMMITTEE

Nominating Committee members will seek candidates and review their qualifications to serve as Directors on the Board. A written notice of candidates will be sent out by the committee two weeks prior to the April Corporate Meeting. After the committee members present the slate of nominees, they will assist the COB in conducting the election of Directors.