

## COMMITTEES

### APPOINTMENT

It shall be the duty of the President, within 30 days following the close of the Annual Convention, to appoint one or more members to the following standing committees:

1. Membership Committee
2. Ethics and Grievance Committee
3. Education Committee
4. Budget and Audit Committee
5. Legislative Affairs Committee
6. MAPP Committee
7. Newsletter Committee
8. Information Systems Committee

### CHAIRMEN

Standing Committee Chairmen are delegated authority to implement the Committee plan of action following approval by the Board of Directors.

### DUTIES

All Standing Committees shall:

Report to the Board of Directors.

Maintain close relationships with other committees to effectively act within the job description of the assigned committee.

Develop ideas to stimulate new Committee activities within the scope of Committee responsibilities.

Maintain and pass to the new chairman a file on activity and correspondence.

Submit annually a written report to the members at the Annual Convention.

Submit a budget for the following fiscal year to the State Budget Committee no less than 90 days prior to the Annual Convention.

### EXPENDITURES

Committee expenditures of more than \$100 over budgeted line items must have approval by a majority of Board members. Total committee expenditures will be limited to the authorized budget amount unless there is Board approval to increase the budget. At the end of each fiscal year, all unexpended funds will then revert to the general fund.

All costs of committee activities, whether clerical, postage, copying, etc., shall be born by that committee's budget.