

## **ATBC Committee Guidelines**

**I. Charges.** The ATBC establishes Committees to help accomplish its mission and implement its strategic plan. Committees have long-term responsibilities to The Association. Each Committee reports regularly to the Executive Director and submits annual reports of activities for review and approval by the ATBC Council.

**II. Committee Chairs.** The Executive Director receives nominations for Committee Chairs from other Officers, Counselors, and ATBC members. The Executive Director, in consultation with the Executive Board, appoints standing committee Chairs based on the nominations submitted. Committee Chairs may be duly elected members of the Council, or any other members-in-good-standing with The Association. The term of a standing committee Chair is three years. Committee Chairs shall be eligible for reappointment only once. The Chairs of a standing committee may be removed from office by a two-thirds vote of the Council. A Committee Chair may also resign at any time and, unless otherwise stated therein. Such resignation is to take effect upon receipt by the Secretary of The Association of written notice thereof. The specific activities of Committee Chairs include: (i) Hold regular Committee meetings; (ii) Organize and coordinate activities to fulfill the Committee charge in cooperation with committee members; (iii) Communicate committee activities regularly to the Executive Director; (iv) Serve as the main contact for members to discuss ideas, requests, questions, and potential issues related to the Committee's charge; (v) Submit annual reports about the committee's activities for review and evaluation by the Council; (vi) Ensure that the Committee's webpage within the ATBC website is updated on a regular basis; and (vii) Archive all Committee documentation within the ATBC Google Drive.

**III. Committee membership.** Each Committee shall include up to fifteen members. Committee members are solicited from The Association's current membership during the ATBC Conferences and through the ATBC Newsletters. The Chairs of each Committee appoint Committee members in consultation with the Executive Director; at least one committee member shall be a current Councilor. Members of any Committee must be members of The Association in good standing and should reflect the full diversity of The Association's membership; at least one member from each region shall be included. Committee members are expected to participate in committee meetings, organization of committee activities and events. Committee members should notify the Committee Chair in a timely fashion if they are unable to fulfil their duties on the Committee for long periods of time.

The terms of standing Committee members are of three years, unless otherwise specified. Committee members cannot serve on more than two standing committees at a time and shall be eligible for reappointment only once. Any Committee member may resign at any time and, unless otherwise stated therein, such resignation is to take effect upon receipt of a written communication by the Committee Chair. Any Committee member may be removed from the Committee at any time without cause by a concurring vote of a simple majority of the Council. Vacancies in any Committee may be filled at any meeting of the Council or by e-mail.

**IV. Committee Meetings.** Each standing Committee shall meet at least four times each year electronically or in person, although monthly meetings are recommended to ensure steady progress of activities. Higher frequency meetings are expected closer to the ATBC annual meetings. Committee meetings are called by Committee Chairs after consultation with Committee members about availability. At least 60% of the Committee members are expected to participate at each meeting. If a member cannot attend a meeting, the member should communicate it to the Committee Chair before the meeting takes place. For each meeting, the Chair will appoint an attending member to take meeting minutes. The minutes will be circulated within two weeks of the meeting to the Committee members, edited as necessary, approved by vote, and archived by the Committee Chair in the committee's assigned folder within the ATBC Google Drive. Summaries of each meeting shall be sent by Committee Chairs to all

Committee members and to the ATBC Executive Director no later than two weeks after a meeting is held.

**V. Internal Communications:** Members should guarantee transparency in their activities and decisions by sending relevant communications through e-mail, Slack, Trello, or other communication channels approved by the Executive Director. Committee Chairs should be informed of any initiatives that are associated with or could potentially affect the Committee's activities. Committee members must keep internal information and discussions of the Committee meetings and planned activities confidential. Information about the Committee's activities may only be shared after internal agreement and approval by the Committee Chairs.