

SMANA COMMITTEE PROCEDURES

SMANA Committees are tasked to accomplish certain goals including development and acceleration of the organization. The committees are led by a Chairperson, determined and voted on by the Board, and can include members who are not members of the Board. All committee members must be SMANA members. The Governance/Internal committee will be comprised of only Board Members. In addition, Committee activities and projects can be undertaken by Board members who are not officially members of that Committee.

If three consecutive monthly board meetings pass with no action undertaken by a Committee, the Board will discuss whether the committee should be tabled due to lack of interest or restarted with a different structure and/or new Committee Chair. Subcommittees, under a committee, will be created for short-term projects or tasks. These can then easily be dissolved when the work is complete and do not need to be lead by a Board Member.

Here are some guidelines as to how to proceed. Board Committee Chairs are specifically responsible for the following:

- 1) Maintaining an updated list of members on the committee and working to recruit new members. Committee members need not be members of the Board.
- 2) Overseeing development of a long-term plan (e.g. 5-year plan) and a short term goal structure with specific projects, tasks, and calendar dates associated with committee activities. The plans should be approved by the Board and the goals of all the committees should fall in line with the overall organizational goals.
- 3) Establishing a meeting schedule and structure for committee work.
- 4) Keeping a record of Committee activities. The Committee Chair should provide a summary of Committee activities for the Board Minutes. If possible, these Committee Reports should be sent to the Board Secretary and President before the monthly Board Meeting.
- 5) Working to keep the Committee moving towards accomplishing both short- and long-term goals by focusing on specific, actionable projects that are divided into manageable tasks that can be executed by members of the committee or other Board members who are not officially on the committee. Committees should be working on at least one project at all times. If a selected project runs into difficulties, it can be tabled and the committee can select another project. Reasons for abandoning a project, and whether it will be resumed at a later date or abandoned entirely, should be noted in the monthly Committee Report.
- 6) Summarizing and reporting out the Committee's prior month activity at the Board meeting and enlisting other Board Members for help with specific projects or tasks, as needed.