

GLC BOARD COMMITTEE POLICY

Definition: Committees may be established by the GLC Board of Directors to obtain information for and provide advice to the BOD (Bylaw 5:13).

Purpose: The purpose of this policy is to provide a consistent guideline for the formation, membership and operations of advisory and ad hoc committees. This policy covers all existing and future advisory and ad hoc committees with the exception of standing committees, which are covered under Bylaw 5:14 1-6.

Policy: The formation and operations of advisory and ad hoc committee shall incorporate the following guidelines:

1. Committees may only be established or dissolved by a majority vote of the BOD (Bylaw 5:12).
2. The name of the committee shall be established by the Board of Directors.
3. Committee membership and eligibility:
 - A. Members of committees must be BOD members or members of GLC (Bylaw 5:12).
 - B. Membership on a committee shall be approved by the BOD (Bylaw 5:12).
 - C. The chairperson of a committee shall be appointed by the BOD (Bylaw 5:12).
4. The Board shall give each committee a written description of the purpose of the committee and the tasks to be performed by the committee. This can include written goals, measurable outcomes and a timeline for completion.
5. Members are expected to reveal conflicts of interest (Bylaw 5:10) and such conflicts of interest, unless resolved to the satisfaction of the BOD, will result in removal of the member from the committee.
6. The committee chairperson or designate shall report highlights of committee activity as often as requested by the BOD. These reports shall be in written form.
7. Each committee shall have a start and finish date. The BOD may extend the finish date at the monthly BOD meeting as necessary.
8. Advisory or ad hoc committees shall have no authority over the staff of GLC nor shall they incur any expenses without prior Board or General Manager approval.

Approved: November 14, 2011
Policy #11-11-01

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_____ Chair	_____ BOD Member
_____ Vice Chair	_____ BOD Member
_____ Secretary	_____ BOD Member
_____ Treasurer	