



Policy & Procedure Manual Committee Member Description

Section:	Committees	# Pages:	2
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PURPOSE

To establish policy for volunteer and task force service.

POLICY

In order to support the mission, vision and values of ASET all volunteers, including committee and task force members, must abide by the guidelines outlined herein and in the ASET Code of Compliance Statement.

PROCEDURE

- I. Prospective volunteers will complete the Member Volunteer Form provided to them by the Committee Chair and/or the ASET Executive Director.
 - a. Prospective volunteers will be provided with of copy of the following:
 - i. Committee Member Policy
 - ii. ASET Code of Compliance Statement
- II. The ASET staff liaison will be selected by the Executive Director in consultation with the Committee or Task Force Chair, subject to approval by the President.
 - a. The liaison role is to support the Chair and facilitate the work of the committee or task force.
 - b. The liaison does not vote but ensures that committee or task force actions are compliant with existing bylaws, code of conduct and policies.
- III. Committee and task force members will report their progress or completion of assignments by the date established to the Committee or Task Force Chair.
 - a. Members who encounter problems related to fulfillment of their duties are to contact the Chair to arrange for an extension or reassignment.
- IV. Committee and Task Force members are expected to participate in meetings and/or conference calls as scheduled by the Chair.
 - a. Members who are unable to attend meetings or conference calls will report their inability to attend to the Chair as early as possible.
- V. Because committee and task force effectiveness diminishes when assignments are not completed in a timely manner changes in membership or leadership of committees and task forces may be necessary.
 - a. Chairs are empowered to make needed changes to committee assignments and/or membership
 - i. Committee or Task Force Chairs may excuse members from committee service in consultation with the President for appropriate cause, including, but not limited to:
 1. Failure to complete assignments in a timely manner or to request an extension;
 2. Unexcused absence from two or more meetings or conference calls.
 3. Failure to comply with the ASET Code of Compliance Statement.

- ii. Changes to committee or task force membership may be appealed to the Board of Trustees.
 - 1. The Board of Trustees holds the final authority on committee or task force membership.

-- Approved 3.04.2011