Policy No. 1-6: Standing Committees, Special Committees and Task Forces

Approved By: Board of Directors
Date Approved: April 24, 2011
Date Effective: October 1, 2011

Policy:

The Constitution and Bylaws of the Association describe how committees are formed and who makes up its membership. In addition to appointing members to committees, the President of the Association may charge committees with specific tasks during the upcoming year. The President may assign a Board liaison to each standing committee, special committee, and task force. The Executive Director is responsible for assigning a staff liaison to each standing committee, special committee, and task force.

Each standing committee, special committee, and task force must meet a minimum of four (4) times during the bar’s fiscal year. Conference call meetings are acceptable and should be scheduled by the chair and set-up by the staff liaison. Chairs are encouraged to keep committee meetings to one working hour. All committee members will be encouraged to attend the Annual Meeting and Convention and/or the Midyear Meeting so that the committee may have an opportunity for a face-to-face meeting.

Chairs are expected to submit a written report to the President and Board of Directors two (2) weeks prior to each of the Board’s four meetings each year. Committee chairs are encouraged to use the staff liaison as the committee’s administrator and facilitator.

Purpose:

The purpose of this policy is to give direction and purpose to the standing committees, special committees, and task forces of the Federal Bar Association.

Change Notice: