

# ACEA POLICIES and PROCEDURES

Section: Committees	Index: 301.00	Supersedes: 08/25/2002
Subject: Committee Members		Effective: 08/01/2004
Proposed By: Board of Directors 2002-2003	Date: 09/13/02	Approved By:  Date

## **Purpose**

To ensure that uniform and consistent standards are applied to all members.

## **Scope**

This policy applies to all Committee Members. – The Chairperson is considered a Member.

## **Policy**

All Committee Members will act and make decisions in the best interest of the Association. There will be no special treatment or privileges shown to Committee Members.

## **Procedure**

- A. The Committee Chairperson shall be appointed by the Board of Directors.
- B. A member shall be invited by the Chairperson or the Executive Director to be a Committee Member.
- C. Committee Members may give their input by attending meetings, e-mail communications and/or phone calls.
- D. Committee Members shall pay all appropriate fees required by the relevant event.
- E. Prizes and gifts will be chosen and distributed fairly according to Committee approved procedure.
- F. Purchases made, with Committee approval, will be reimbursed for the amount of the original receipt.
- G. Issues with this policy shall be addressed by the Committee Chairperson, if necessary the Chairperson will refer to the Vice President of the Board, if necessary the VP will refer to the entire Board.