



*POLICIES &- PROCEDURES
FOR HNBA COMMITTEES*

Committee Chairs:

All committee chairs are appointed by the HNBA National President. Committee chair appointments are for the length of the president's term. Within one month of the President taking office all committee chairs should be reappointed or new chairs appointed. Appointments should be confirmed in writing. The appointing letter should advise the committee chair of the committee's mission and should outline the duties of committee chairs. Committee chairs should receive a copy of the HNBA strategic plan and a copy of this document at the time of appointment. Only members in good standing should be appointed as committee chairs. Duties of Committee Chairs:

1. To prepare a plan for the committee for the year and submit the plan or goals for the committee to the Board at the first Board meeting following the Convention,
2. To submit a report to the Board at each meeting thereafter detailing activities of the committee and explaining how the goals or plans are moving forward, making recommendations for Board action as appropriate in matters related to the committee's work.
3. All committee chairs should receive notice of the all meetings at the same time as Board members and should try to attend Board meetings (at least one per year).
4. To appoint committee members who will work with the Chair in advancing the work of the committee.
5. To respond to requests for information received by HNBA in areas that are relevant to the work of the committee.
6. To attend meetings with government officials and other outside entities where such meetings are relevant to the work of the committee, whenever feasible.
7. To work with the Convention Committee to help develop seminars for the convention in the committee's area of interest.
8. To assist and advise the Executive Director in matters relevant to the work of the committee.

Committee Protocol:

The HNBA board sets the policy of the HNBA and determines the position the organization will take on any issue. Committee chairs and committee members are not authorized to take any public position on issues on behalf of the HNBA without specific Board authorization. If an issue arises *which* a committee chair believes requires a response before the next Board meeting, the matter should be presented to the Board's executive committee through the National President. This procedure is not intended to prevent a committee chair from speaking publicly on issues in which the RNBA has already taken a position.

Approved by the HNBA Board of Governors-2001.