

	Title: Committee Involvement Requirements	
	Function: Human Resources	
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Preparer: Eric Newby		Owner/Approver: Executive Director

Purpose: The purpose of this policy is to provide criteria for membership in the various NAPTA standing committees, and describe the commitment necessary for participation.

Definitions:

Committee Leadership Committee (CLT) – The Co-Chairs of each of the five standing committees, along with the Officers, make up the Committee Leadership Committee.

Standing Committees – The five standing committees are as listed:

- Curriculum & Education
- Events
- Finance
- Outreach
- Standards & Quality

Guidelines:

1.0 Committee Structure - Committee structure consists of two Co-Chairs, one each from Industry and Education membership, as well as the general members.

Exception – Vendor members may Co-Chair the Events and/or Outreach Committee, with CLT approval.

Committee membership is voluntary, and there are no limits to total number of members, or from which category of membership they may come (industry, education: college or high school, vendor, gov't/non-profit).

Exception - Vendors of learning resources (curriculum) may not participate on the Curriculum & Education Committee.

- Committee Co-Chairs are nominated by the members of each committee to the Committee Leadership Committee, then voted upon at the next CLT meeting.
- Committee Co-Chairs serve a two-year term, with industry Co-Chair term commencing in even years and education Co-Chair term in odd years from that years Visions meeting. **NOTE:** There are no term limits.
- Committee meetings are typically held monthly, or more often as needed, and are conducted face-to-face or via WebEx appropriate.

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2.0 Requirements of Committee Involvement – all active committee members are asked to commit to the following criteria in order to be a member of a standing committee:

- Attend meetings as scheduled
 - 50% attendance is required based on annual averaging
- Participate in committee activities, initiatives, and projects
- Complete action items as assigned and scheduled
- Provide input into committee focus and priorities
- Attend the annual Visions meeting

3.0 Committee Meeting Attendance

- Committee meetings shall be structured around a standard agenda template
- Committee meeting attendance shall be monitored and recorded in the meeting minutes
- Meeting minutes shall be maintained by the Co-Chairs, and reviewed on an annual frequency just prior to the annual Visions meeting
- Members identified as deficient in meeting attendance will be asked to re-consider committee membership

4.0 Co-Chair Requirements – In order to be nominated and approved for a Co-Chair position committee members must agree and adhere to the following criteria:

- Persons nominated for Co-Chair should be well-versed in the committee’s vision and mission, and already active in current initiatives
- Co-Chairs must commit to attend all committee meetings except when unavoidable circumstances prevent.
- Both Co-Chairs should be capable of setting up and facilitating an online meeting using the WebEx system, and conduct committee meetings when necessary.
- Co-Chairs must attend and participate in Committee Leadership Committee quarterly meetings, and be willing to accept and complete actions items in a timely manner.
- Attendance at the semi-annual face-to-face meetings, as well as the General Meetings which they precede, and the annual Visions meeting, are an expectation of CLT members, unless employer-imposed travel restrictions prevent. When necessary, online attendance via WebEx will be made possible.

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5.0 **Visions Meeting** – The following business functions should be carried out at each annual Visions meeting:

- Nomination of committee Co-Chairs
- Addition of new committee members
- Removal of members unable to meet involvement requirements

Responsibilities:

- All Standing and Committee Leadership Committee Members
- Executive Director
- NAPTA Officers
 - Chair
 - Secretary
 - Treasurer

Addendums: