

Communication Guidelines for Committee Chairpersons

All ideas, programs or activities must be presented to the board for approval at least 1 month in advance of the event. Information should include descriptions, date and projected cost. Any changes to a prior approved activity must be presented to the board at least 1 month in advance of the event.

All chairpersons should attend the August board meeting to review and provide input for their committee's budget. If you cannot attend, please provide feedback to the president at least 1 day prior to the meeting.

Chairpersons should attend board meetings to keep current on guild activities and help to make board decisions. If you cannot attend, please contact the president and provide any report or status for your committee at least 1 day prior to the meeting.

Written guidelines for the duties and procedures of all committees should be reviewed yearly at the June or August board meetings. Updated duties and procedures will be posted on the guild website, and each revision will have the latest update on the document.