

Policy / Version number	COP – 037 - 001	Version	2024
Drafted by	CETA BOD	Approved by Board on	2024-JUL-03
Responsible person	Bylaws and Documentation Chair	Scheduled review date	2025

## **Policy**

The CETA Board of Directors, at its discretion, may assemble volunteer committees to support CETA's mission and goals by providing guidance, and support to the staff and leadership. This policy will define the process of new committee creation.

The CETA Board of Directors shall be responsible for the direct oversight of all committees.

## **Procedure**

### **Creation of a New Volunteer Committee**

- When the CETA Board of Directors determines that a new Volunteer Committee is needed, the process will begin by naming the committee, defining the scope for the work of the committee, and selecting a CETA BOD Liaison to assist in the committee's creation.
- The CETA BOD Liaison will work with CHMS to initiate a call for volunteers. This will include the pertinent information regarding the new committee, such as the purpose of the committee as well as the responsibilities/expectations of the committee members.
- CHMS will send out a call for volunteers to all CETA Members in good standing.
- CHMS will compile a list of all volunteers that are CETA Members in good standing. Volunteers that are not in good standing will be contacted directly to discuss eligibility.
- CHMS will send eligible applicants a qualification survey and once completed will compile the survey answers for the CETA BOD Liaison.
- The CETA BOD Liaison is responsible for selecting the committee members and presenting them to the board for approval.
- The approved committee will choose a chair for their committee.
- The CETA BOD Liaison schedules the first committee meeting and announces the committee chair to the group.

### **Volunteer Committee Member Qualification**

- Any individuals expressing interest in joining a volunteer committee will be required to complete a committee member qualification survey. The purpose of the survey is to provide the applicant with clearly defined expectations of committee members as well as to allow the applicant the opportunity to list personal experiences that would make them a valuable committee member.
- Any active CETA Member in good standing can express interest in joining a volunteer committee. While all interested individuals will be considered for committee membership, the final decision of committee members will be determined by the CETA BOD Liaison and approved by the CETA BOD.
- There will be no set limit to the number of committee members that represent a single company/organization. When multiple individuals from a single company/organization express interest in joining the same committee, the CETA BOD Liaison may take this into account when selecting the committee members. The intention is to promote varying viewpoints and perspectives.

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- There is no limit to the number of committees that a single individual can actively participate on but when an individual expresses interest in joining additional committees, the CETA BOD Liaison may consider the additional time commitment when selecting the committee members. The intention is to promote varying viewpoints and perspectives while limiting time commitments that could result in decreased productivity.
- Committee Members must be respectful of other members and opinions that may differ from their own. While healthy debate is encouraged, disrespectful behavior will not be tolerated.

### Volunteer Committee Makeup/Responsibilities

- Each Volunteer Committee will contain the following individuals:
  - **CETA BOD Liaison** – Primary contact for the Committee Chair. Responsible for communication from the Committee to the full CETA Board of Directors.
  - **Committee Chair** - Responsible for conducting routine committee meetings and guiding the committee through agenda and action items.
  - **Committee Member** (5 to 7 members recommended) – Responsibilities include but are not limited to active participation in all meetings and timely completion of any assigned action items.

### Volunteer Committee Term Limits

- To balance committee progress without sacrificing new ideas and perspectives, each Volunteer Committee role will have the following maximum term limits applied:
  - **CETA BOD Liaison** – 6 years
  - **Committee Chair** – 3 years
  - **Committee Member** – 3 years

### Volunteer Committee Member Removal

- The CETA BOD Liaison may be removed from the position at any time with a majority vote by the CETA Board of Directors.
- The Committee Chair may be removed from the position at any time with a majority vote by the CETA Board of Directors.
- Individual Committee Members may be removed from their position at any time with a majority vote by the CETA Board of Directors.