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|  | Title: Committee Involvement Requirements |                                    |
|   | Function: Human Resources                 |                                    |
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|   | Effective Date: 05/01/2016                | Supersedes:                        |
| 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 Team (CLT)** – The Co-Chairs of each of the five standing committees, along with the Officers, make up the Committee Leadership Team.

**Standing Committees** – The four standing committees are as listed:

- Curriculum
- Events
- Outreach
- Endorsement

**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. 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 Committee.

- Committee Co-Chairs are nominated by the members of each committee to the Committee Leadership Team, which then votes voted upon at CLT meetings.
- 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 Executive Committee monthly 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:

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

**Responsibilities:**

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

**Addendums:**