



Adopted January 2006

### **Policy on Establishing a Committee**

Committees are a vital part of the Chapters structure and work in coordination with the Chapters objectives and goals. Committees are established to assist the Board, Executive Director and staff in achieving the Chapter's goals. Their purpose is to make recommendations and to assist in providing knowledge, research, fundraising and execution of events. Committees do not function separately from the Chapter or as independent clubs, groups or organizations.

Committee Chairs are appointed and approved by the Board of Directors. Committee Chairs are responsible for organizing their committee's efforts and for reporting to the appropriate board member (liaison) regarding their progress in accomplishing the tasks and objectives that are assigned by or approved by the Board and/or Executive Director.

All committee activities are coordinated through the Executive Director for compliance with the Chapter's resources, calendars, timelines and budgets. Committees may not schedule events or activities independently. They may not make financial commitments, sign contracts or commit the Chapter's resources in any way without approval of the Executive Director.

#### **Funding of Committees:**

AIA Las Vegas is an "All for one and one for all" organization. This means that all programs and activities are developed for the overall good of the members and the organization. Members volunteer and participate in their committee's work for the good of the profession and the organization. While fundraising by a committee may be done for a specific identified program or project, all funds raised are for the benefit of the Chapter. The Chapter budgets programmatically for each year and net proceeds at the end of each year become the bottom line of the Chapter. Income generated through committees is only done in accordance with budgeted events and net proceeds at the end of the year do not carry forward from year to year; just as a negative balance is not carried forward if a committee does not perform profitably in the preceding year. It is necessary for committees to meet their budgeted requirements, however, committees are not charged or invoiced for short-falls. Chapter resources and communications systems are available for committees in support of their activities.

When organizing a Committee the following must be observed:

1. What is the Committee's objective? How does it align with the Chapter's goals/core values.  
Once this is established, the committee and the ED can create activities and events designed to achieve the objective.
2. Chairs for Committees are appointed by the Board.
3. How often will the committee meet? Where?
4. Who will be responsible for providing written minutes of the meetings. Who will report to the Board liaison.
5. When planning programs, activities and events, the schedule for all other Chapter events must be considered, along with the timeline for planning and execution, budgets – including income and expense of the event – attendance fees – and the logistics of handling participation and attendance.