



Committee/Task Force Participation Guidelines for Chairs and Members

Purpose

To provide guidelines related to chair and member participation on UPPO committees and task forces

Minimum participation requirements

- The committee/task force shall invite the board and staff liaison(s) to attend committee/task force meetings and shall make reasonable efforts to schedule any meeting to accommodate all committee/task force members and the liaison(s).
- Committee/task force members are required to attend at least half (50 percent) of all scheduled meetings, which must include at least three (3) of the last six (6) consecutive meetings.
 - Should a committee/task force member need to miss a meeting, it is expected that the member shall make reasonable efforts to notify the committee/task chair/co-chair and/or staff liaison before or within a reasonable time after the scheduled meeting in the event of an unforeseen conflict.
 - This provision does not apply to committees which meet on an as needed basis, such as the UPPO Ethics and Nominating Committees, in which case regular and active participation is required, and is subject to evaluation by the respective chairs/co-chairs.
- To actively participate in committee/task force activities and assignments.
 - Active participation to include volunteering for, accepting, and completing at least one (1) assignment every six months.
- Complete tasks as assigned in a timely manner.



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Committee/task force member qualifications

Committee/task force members must be:

- UPPO member in good standing.
- No restriction on length of UPPO membership.

Committee member appointments

- Committee members are appointed by the chair/co-chairs for a term consistent with the respective committee charter (generally 1 to 3 years).
- Unless otherwise approved by the board, if a chair/co-chair wishes to re-appoint a sitting committee member, there is a limit of two (2) consecutive terms an individual can be a member of the same committee.

Chair/co-chair qualifications

Committee/task force chairs must be:

- UPPO members in good standing.
- Committee/task force chairs/co-chairs must be UPPO members for two or more years.
- Must have prior committee/task force member service on one or more UPPO committees/task forces for two or more years.

Chair/co-chair appointments

- Committee chairs/co-chairs are to be appointed by the president for a one year term.
- If a new incoming president wishes to re-appoint a sitting chair/co-chair, there is a limit of three (3) consecutive years an individual can be the chair/co-chair for the same committee.



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Chair responsibilities

- Provide leadership and guidance to the other committee/task force members and staff liaison.
- Appoint a secretary to be responsible for recording the actions and other pertinent information from meetings of the committee. The minutes will be provided to each member of the committee/task force and approved at the beginning of each subsequent call. Minutes will be provided to the staff liaison to assure they are maintained in accordance with UPPO's procedures and record retention policy.
- Assist in coordinating and participating in necessary meetings of the committee, including conference calls, on-line chats or other association functions, as required.
- Provide information or submit articles for newsletters or other association publications.
- Participate in at least 50 percent of the quarterly inter-committee/task force conference calls and provide any requested information to the leadership development committee/task force in preparation for the call.
- Assure that all vacancies on their committee/task force are filled following these guidelines and in accordance with the Standard Operating Procedures Section 9.
- Work with board liaison to provide routine reports to the UPPO Board of Directors.

Committee/task force code of conduct

- Members of all committees/task forces must agree to abide by the UPPO Code of Ethics and shall have an affirmative obligation to disclose to the president and/or board of this association any matters or interests, including monetary interest, which may be perceived as presenting or which may present a conflict of interest regarding that person's role as a member of any UPPO committee/task force.
- Individual members of any committee/task force having disclosed a conflict of interest or potential conflict of interest as described in paragraph A above, must recuse themselves from any discussion, consideration or voting on any and all issues that may impact such committee/task force member's interest as determined by the board of this association.



Limitation of member company personnel serving on a single committee/task force

The following limitations shall apply to the number of member company personnel serving on any single committee/task force, unless otherwise approved by the board.

- For committees/task forces of less than 15 committee/task force members (as per the committee/task force charter) each committee/task force shall have no more than 1 person per member company serving on the same committee.
- For committees/task forces with more than 15 total committee/task force members (as per the committee/task force charter), shall not have more than 2 people per member company per committee.

Limitation of total number member company personnel serving on all committees/task forces

Unless otherwise approved by the board, the cumulative total number of committee/task force positions held on committees/task forces from a single member company shall not exceed six (6).

Limitation of total number of chair/co-chair positions for an Individual

Unless otherwise approved by the board, no one individual may serve as chair/co-chair on more than one committee.

Limitation of total number of committees/task forces for an individual

Individuals who express interest in serving on more than one committee/task force must maintain the other requirements for committee/task force members including active and meaningful committee/task force activity, as outlined in “**Minimum participation requirements**” prescribed above.

When appointing committee/task force members, consideration will be given to volunteers based upon their current volunteer activities within UPPO. For example: If there is one vacancy on a committee/task force with more than one volunteer, first consideration should be given to the individual(s) not currently serving on a committee/task force. This may be waived if there are extenuating circumstances such as a required skill set or expertise.



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Review of committee/task force assignments

The UPPO Leadership Development Committee will review the current committee/task force rosters on a quarterly basis to monitor adherence to these guidelines. Additionally, committee/task force participation levels will be discussed at the following times:

- Chair/co-chair orientation
- Quarterly inter-committee/task force conference calls
- At the request of a chair/co-chair