

## **ATV Maine Committee Membership Policy**

All committee members are expected to make all attempts to meet at the appointed committee meetings. The first meeting of a new committee will be called by the ATV Maine President, who will preside over the committee until the committee elects a committee chairperson from its membership. The ATV Maine President will review the purpose and goal of the committee with its members.

After the committee has elected their committee chairperson, the committee chairperson will conduct the business of the committee and determine the time and place for each future meeting, in conjunction with the committee members and the ATV Maine Secretary. Committee members can recommend to the ATV Maine President additional or replacement committee members.

### **Committee Member Responsibilities**

All committee members are responsible for attendance and participation at committee meetings, if at all possible. Committee members who are unable to attend a committee meeting will communicate such to the committee chairperson. Committee members are responsible for electing the committee chairperson and a secretary, if appropriate. Committee members are responsible for furthering the goals of ATV Maine and achieving the purpose of the committee.

### **Committee Chairperson Responsibilities**

The elected chairperson of all committees is responsible for calling and organizing the meetings of the committee. The committee chairperson is responsible for assuring that committee members understand the goal and purpose of the committee, and are working to achieve the goal. The committee chairperson is responsible to update the ATV Maine President on the accomplishments of the committee, problems identified by the committee, questions of the committee that need resolution, and to give a report of the committee at each ATV Maine Regional meeting at the request of the ATV Maine President. If the committee requires expenditure of funds, the committee chairperson is responsible to inform the ATV Maine President of such need as soon as possible after the need has been identified, preferably in writing. The committee chairperson will coordinate the completion of any mileage reimbursement with the ATV Maine Business Manager for all committee members. The Committee Chair will send an email with the names, date, and place of attendance of the meeting to the Business Manager.

Any communication from the committee that needs to go to ATV Maine member clubs will be done in accordance with the ATV Maine Communication Policy.

If possible, committee meetings will be coordinated through the ATV Maine Secretary if a time and location is needed for a meeting. This will minimize the expense of the committee to ATV Maine by potentially having more than one committee meet at a location at a time. Committee members will be reimbursed for mileage for attendance at committee meetings, according to the ATV Maine Mileage Reimbursement Policy.

All committee members are either appointed or volunteered. All committee memberships are reviewed by the Executive Board during the month of June to determine if the member wishes to remain on the committee and if the committee is accomplishing the goals set forth for the committee. Any problems with a committee member will be reported to the ATV Maine President.