

## Committees

1. Each member of the board of directors will serve on at least one committee.
2. Three standing committees will plan and conduct the routine operations of the organization:
  - English Country Dance
  - Echo Summit Dance Camp
  - Contra Dance (starting May 2016)
3. Ad-hoc committees may be established to address specific issues that are not ongoing or year-round.
4. Each committee will:
  - facilitator: select a facilitator of meetings, who will create and distribute an agenda, keep the meeting on topic and on time, ensure recording and distribution of meeting notes as appropriate, and manage email discussions that result in decisions; this person may be but does not need to be a member of the board of directors
  - liaison: appoint a liaison to the board of directors; this person may be but does not need to be a member of the board of directors
  - budget: contribute information and/or documents for creation of an annual budget
  - reporting: provide a written report to the board at each meeting for which any activity occurred since the last board meeting, at least one week before the board meeting, and provide a verbal report at the meeting
  - charter: create a charter which documents the activities and areas of responsibility for the committee
  - issues: bring to the board for consideration any issues that are not resolved within the committee or that affect other committees or the organization as a whole
5. Financial responsibility for events
  - Standing committees will provide regular events (contra dances, English Country Dances, and Echo Summit Dance Camp) based on the annual budget, and need not seek approval for normal events and normal expenditures within the budget
  - Standing committees will develop proposals and budgets for special events and present them to the board in a timely manner for approval
6. Policies and procedures
  - All committees must comply with policies and procedures of the organization
  - All committees may bring proposals for new or revised policies and procedures to the board
  - All committees may establish internal procedures for their own use without bringing these to the board, so long as they are compliant with policies and procedures of the organization