

QRC Committee Policy

Adopted October 19, 2020

This policy is established in the interest of encouraging membership participation in the QRC through working groups and committees, while recognizing the Board's responsibility to manage the Club's business and property, as required by the QRC Bylaws. Working groups are informal groups typically devoted to a special interest or topic with a finite time limit. Other working groups may be standing, but these groups function strictly on an "as-needed" basis. Committees are formal groups that are prompted by the Board or by individual members and subsequently approved by action of the Board.

All working groups and/or committees' actions are subject to QRC Board approval before taking effect. The overall goal is that the work of each committee and working group is coordinated through the Board so that the QRC functions as a cohesive and unified entity.

Establishment

1. Committees and the members serve at the discretion of the Board for a clearly identified purpose that has been mutually agreed upon between the Board and the respective committee.
2. Committees should reflect the diversity of the club, to the extent possible, so that committee discussions and recommendations better reflect the entire club membership.
3. Committees shall develop their own rules of governance so long as they are consistent with existing QRC By-laws (see #9).
4. A committee consists of three or more QRC members. An odd number is highly recommended but is not required.
5. Each committee will have a chairperson selected by the committee members.

Terms of Members

6. The chairperson and members of each active committee serve one-year terms, concurrent with the term of the Board.
7. Committee composition may remain the same for successive terms. If interest in joining the committee by new members makes the size of the committee too large, the Board will work with existing committee members to manage the size of the committee.
8. In extreme circumstances, Committee members and/or the chairperson may be removed at any time by the Board, for just cause, with notification.

Meetings & Actions of Committees

9. Meetings and actions of committees are governed by the provisions of the QRC By-laws concerning meetings of Officers. See By-laws, Section 4.
10. Committees determine the frequency as well as the dates and times of their meetings.
11. Committees are responsible for keeping minutes of each meeting of any committee and these minutes should be filed with the Board within five weeks of the meeting and shared with membership.
12. Special meetings of committees may be called by the Board.

13. Each committee will report to the Board at least monthly, and from time to time as the Board may require. Submittal of committee minutes on a monthly basis shall satisfy this requirement.
14. Each committee may request to address the membership with updates at club meetings with 72 hours' notice prior to the Club meeting.