

## GENERAL DUTIES FOR ALL STANDING COMMITTEES

### 1) *General duties for all standing committees:*

- a) The committee chair may select additional members for the committee as needed and desired.
- b) The committee chairpersons or their representative shall attend the semi-annual committee meetings as scheduled by the President.
- c) Each committee should maintain a record of committee activities and present a compilation of such activities for the next chairperson by providing the committee report to the president & president-elect by the **October** Meeting.
- d) The committee shall provide verbal reports of committee activities at each monthly guild meeting when applicable.
- e) **Committees should either provide committee information to the Newsletter Chair for publication in each newsletter as needed OR email the Newsletter Chair that there is no news to include.** Communication must be made one way or another. Deadlines are the 15<sup>th</sup> of each month.  
Note: Be sure the check spelling of names using the membership list.
- f) Budget:
  - i) Members should provide the Treasurer with an expense report form with receipts of committee expenses for reimbursement. All receipts should be turned in within 60 days or, with the exception of the holiday party which is due by the end of **December**, they must be turned in by the **December** meeting or reimbursement will not be made. No exceptions will be made. (Ideally receipts will be turned in within 60 days of purchase.) Forms are available on the Gems website member area or from the treasurer.
  - ii) With assistance from the Treasurer, committee members should keep track of money spent and the budget balance.
  - iii) Each committee will be accountable to the executive board for any expenditure using monies budgeted.
- g) By **October** of each year, the outgoing Chairperson shall submit a completed committee chair report to the president for review by the incoming Executive Board. This report will include:
  - Committee Activities
  - Revisions to written list of duties specific to that committee, where applicable
  - Proposal of expected income/expenditures for inclusion in the following year's budget. If it is not proposed, it will not be included in the budget.
- h) The Executive Board should be kept apprised of all activities, suggestions for change, and any problems that have arisen.