



Colorado/Wyoming CCIM Chapter

COMMITTEE POLICY

Standing Committee Requirements

According to the Bylaws, the following committees must be formed and maintained:

- a. Education and Candidate Guidance
- b. Designation Promotion
- c. Active Membership

Additional/Special Committee Formation:

According to the Bylaws, the President may establish such special committees as may be determined necessary and appoint the Members thereof, including the Chairman. Each special committee and the terms of all Members thereof shall expire automatically on the anniversary date of its creation or when its purposes have been accomplished, whichever first occurs.

Chair and Committee Member Appointment

As dictated by the Bylaws, the Chairman and all members of these and any other standing committees created, shall be appointed by the President with the advice and consent of the Board of Directors. Members of standing committees shall serve for a term of one calendar year, beginning January 1st. Committee members should be identified and appointed no later than July 1st for the upcoming calendar year.

Committee Compilation

Committees may contain members of all levels. Committees should involve at least 3 voting members, and the actions of the committee should be shared amongst the members. Board Members may be committee members, if they so choose, however, it is not required that Board Members also be committee members.

Committee Charter

The President, with cooperation of the Board of Directors, shall create an initial Committee Abstract or "Charter" for each committee, regardless of their purpose or term, detailing the purpose, objectives, action plan, commitment requirements, skill-set requirements, and support expectations. Once the committee is formed, it is the responsibility of the committee to recommend the appropriate updates and changes to the Charter, to be approved by the Board of Directors, on an annual basis. Updates and changes should be recommended and approved during the last quarter of the year for the next year.

Committee Accountability & Reporting

It is the responsibility of the Committee Chair and members to operate within the guidelines provided within the Charter. The Committee Chair shall be a liaison to all committees, and will communicate progress, needs, and barriers to the Board, via tools created and approved by the Board and in cooperation with the committee chairs. Committee Chairs may attend Board of Directors Meetings, and will be expected to provide a written report monthly.

Budget

Committees are required to submit an annual plan and budget to be incorporated with the annual Chapter Budget no later than September 1st for the upcoming year. Committees are not authorized to amend or increase that budget during the course of the budget year without the approval of the Board of Directors during a scheduled Board meeting.

Events/Projects

Each committee will be charged with planning, promoting and executing the events/projects that support the committee goals and purpose, and that have been approved by the Board of Directors. Completion of the Project Plan document will be required to be submitted for Board review and approval at a scheduled Board meeting. Project Plans may be submitted with the Budget on an annual basis, or if the details are not available at the time of the Budget, the financial requirements can be submitted with the budget, and the Event/Project Plan Form may be submitted no less than 3 months prior to the event. Approval of the budget does not indicate approval of the event, unless the Project Plan is submitted as well. If the budget is approved, but the Project Plan is not submitted or not submitted containing compelling information required for Board approval, the event may be cancelled or postponed at the Board's discretion. Project Plan Forms are available through the Executive Director in a separate file.

Approved: 7/11/2013

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