Responsibility of a Committee Member

The responsibilities of a Committee Member of the Board of Directors are:

A. Contain all committee activity to the scope of the committee’s charge/mission and to the timelines established by the Board of Directors for the committee’s activity.

B. Comply with all laws, rules, and regulations relative to the committee’s function including OMA and rules of confidentiality.

C. Attend all meetings of the respective committee. If a committee member misses three consecutive or five total meetings in a year, the Committee Chairperson will have a conversation with the committee member regarding his/her continued service on the committee.

D. Participate with other committee members in defining what information is needed to appropriately address the scope of the committee.

E. Prepare for all meetings by reviewing background material made available to committee members.

F. Notify committee chair, not another member of the committee, when unable to participate in a meeting.

G. Assume responsibility for the following when unable to attend a meeting:
   - Advise the committee chair of his/her position on significant issues to be discussed at the meeting,
   - Assume responsibility to learn what transpired at the missed meeting,
   - Accept and support all decisions of the committee that were made at the meeting.

H. Articulate his/her position and rationale on all major issues being deliberated by the committee.

I. Advise those who may hold a majority position on an issue what modifications would be necessary/desirable relative to their position in order to receive one’s support when one holds a minority position on an issue.

J. Support all decisions of the committee after due deliberation unless the decision is unlawful, immoral, and/or unethical.

Adoption Dates:
Revised and Adopted: September 23, 2008
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