

**Board of Director's Policy  
Governance 200 Series****Policy # 200.9****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

Revised and Adopted: December 2014