

**COMMITTEE: POLICIES AND PROCEDURES DOCUMENTATION**  
reports to: The Board of Directors

**OVERVIEW/SUMMARY**

The committee shall consist of a Chairman or Co-chairmen appointed by the Board of Directors of the Club and as many club members as the Chairman or Chairmen deem necessary.

**MAIN DUTIES INCLUDE:**

Chairman shall

- chair meetings
- schedule meetings and notify members of same
- serve as secretary of the committee, maintaining records of committee business and progress
- after each committee meeting, reports to the Volunteers' Committee chairperson the names of those who were in attendance for the purpose of tracking volunteer hours
- keep account of all monies spent
- annually submit a budget to the Chairman of the Board according to the timeline set forth in the Club's Bylaws
- **SUBMIT REPORTS:** report to the Board quarterly and write year's end report using the Club's Year-end Report cover sheet found in the Forms Section of the PPM Manual
- retain all records pertinent to the committee for the duration of his or her role as Chair
- transfer to and review the committee's records with the incoming chairman
- see to it that up-to-date backups are kept of all documents the committee is in charge of maintaining

Committee shall:

1. When instructed to do so by the overseeing entity:
  - make corrections to the documents that reside in the Club's Policies and Procedures Manual
  - add new documents to the Manual and check to see if the new documents need to be added to the table of contents or listing of committees
  - remove old documents when they are retired and check to see if retired documents need to be removed from the table of contents or listing of committees
2. Keep in this committee's binder:
  - written orders for document editing received by the committee from the overseeing entity
  - a record of all such changes on the Record of Revisions Made to GVQC Documents Form found in this committee's binder.
3. After edited/added documents are accepted as changed/created by the overseeing entity, post edited or newly created documents to the master copy of the PPM (master copy resides with this committee) and give copies of the documents to those who have in their possession a copy of the PPM. This consists of the Board of Directors, the Executive Committee, and the Library which keeps a copy of the PPM so that the general membership can have access to it.

PROCEDURES FOR COMPLETING THESE DUTIES ARE FOUND IN THE COMMITTEE'S BINDER AND IT IS THE RESPONSIBILITY OF THE CHAIRPERSON TO WRITE THEM AND KEEP THEM UP TO DATE.