

ASFPM Policy and Procedures	PPN:
	Effective Date: April 30, 2017
	Supersedes: New policy, and Policy Manual, Part II, (2-2-2010), as noted

Purpose:

To define the structural units by which leadership and volunteers of the association can accomplish association goals and objectives.

Scope:

This policy applies to all ASFPM volunteers.

Background:

The association relies on its volunteers to accomplish the great work of the association. However, as the association has grown, and as the issues on which the association must weigh in on have increased, organizing the volunteer cadre to obtain its maximum efficiency is critical.

Definitions:

Committees: Are standing committees established by the Board of Directors for a specific area of interest and report to the Board of Directors. Committees are the vehicles used by the association to shape policy that will accomplish its goals and objectives. One or two committee chairs to lead the committee are appointed by the board chair;

Sub-committees: Are appointed by committee chairs in order to delegate tasks for research and development of an issue within the committee's areas of interest. Sub-committee chairs are appointed by the committee chairs and will report to the same. The sub-committees may be terminated by the committee chairs at any time.

Ad-hoc committees: Ad-hoc committees are appointed by the board chair to tackle specific short-term tasks, as needed. Unlike the standing committees, the term of an ad-hoc committee is typically short and will end when the task is considered by the chair to have been accomplished.

Steering committees: From time to time the association may also need to establish a steering committee to oversee, coordinate or monitor the implementation of certain policies or activities. Steering committees are established, as needed, by the Board of Directors. The steering committees chairs are appointed by the board chair and will report to the Board of Directors. The term of operation of a steering committee is determined by the Board of Directors.

Task force: Is a unit established to work on a single defined task or activity. Task forces are typically established to address a single cross-cutting, critical issue of interest to the chair/board and may be comprised of individual members from various committees, executive office staff and non-members. The task force chair is appointed by the board chair and will report to the chair and/or the Board of Directors. The term of operation of a task force is typically pre-determined at the time of establishment based on an estimate of the time needed to complete a task or activity, for which the task force was established, and ends upon the completion of the final report of their assigned task or activity to ASFPM chair

Policy:

It shall be the policy of the association to use different structural units for organizing volunteers in accomplishing the needs of the association.

Procedure:

Leadership and the association may organize and establish committees and task forces to accomplish the needs of the association, as follows:

Unit Name	Purpose	Established by	Term of Existence	Members	Chair Appointed by	Chair Reports to	Chair's Term of Office
Standing Committee	Shape policy for a specific area of interest or region	Board of Directors	Permanent	ASFPM members	ASFPM Chair	Board of Directors	At the discretion of ASFPM Chair
Ad-hoc Committee	Tackle a specific, short term task/issue	ASFPM Chair/Board of Directors	Until the task is completed/issue is resolved	ASFPM members, Executive Office staff	ASFPM Chair	ASFPM Chair/ Board of Directors	At the discretion of ASFPM Chair
Steering Committee	Oversee, coordinate, or monitor implementation of specific adopted policies or activities	Board of Directors	At the discretion of the Board of Directors	ASFPM members, Executive Office staff	ASFPM Chair	Board of Directors	At the discretion of ASFPM Chair
Sub-Committee	Research and development of an issue within the Committee's area of interest	Committee Chair	At the discretion of Committee Chair	ASFPM members, Executive Office staff	Committee Chair	Committee Chair	At the discretion of Committee Chair
Task Force	Address a single major task or a cross-cutting, critical issue	ASFPM Chair/ Board of Directors	Until the final report of the task or activity is submitted	ASFPM members, Executive Office staff, non-members	ASFPM Chair	ASFPM Chair/ Board of Directors	At the discretion of ASFPM Chair

RESPONSIBILITIES OF STANDING COMMITTEE CO-CHAIRS (Replaces section, Policy and Procedures Manual, Part II)

Standing committees are the vehicles used by the association to shape policy that will accomplish its goals and objectives. Each standing committee is led by two individuals who act as committee co-chairs. Standing committee co-chairs shall:

- Call meetings of their committees and be the presiding officer at such meetings.
- Attempt to attend all association general membership and Board of Directors meetings.
- Develop goals and objectives along with an action plan to carry out those goals and objectives and submit same to the Board of Directors for approval annually.
- Cause policy to be reviewed and developed in their areas of committee interest and recommend such policy to the Board of Directors for adoption.

- Assist Board of Directors in the development of goals and objectives for the association as a whole.
- Implement Board of Directors policy relating to their committee.
- Represent the association in matters related to their committee, or as duly delegated.
- Delegate committee work assignments to committee members or sub-committee chairs where possible as a means to groom new leaders in the association.
- Assign a liaison or liaisons, as needed, to attend and participate on behalf of committee co-chairs in other ASFPM committees or various outside groups, agencies, coalitions, task forces, etc. that are of interest to the committee.
- Prepare an annual progress report on the accomplishments of the committee to be presented to the Board of Directors and general membership at the annual conference and to be incorporated into the annual summary report in the Membership Directory and on the website.
- Work with and provide updates to the Pod facilitator who covers the committee to coordinate cross-cutting activities and to ensure the interests of the committee and the association are being addressed.
- Work with the ASFPM vice chair, who is the policy committee coordinator to ensure the interests of the association are being adequately addressed.
- Conduct outreach activities to develop contacts outside the association who can help the association meet its objectives and to recruit new members.
- When appropriate and timely, develop position papers on relevant matters of interest and if appropriate, work with the ASFPM project manager to develop and solicit projects for ASFPM executive office to pursue in the interest of furthering ASFPM issues.

Large committees will need to delegate tasks to sub-committees for research and development of an issue. Sub-committee chairs are responsible to their respective committee co-chairs for the following:

- Take an issue and develop it to its conclusion (position paper, draft resolution, etc.)
- Work with the committee co-chairs and if appropriate the association project manager to develop the scope of work for the designated work assignment.
- Use members of the committee, association staff, other association members and/or outside resources to develop the issue and arrive at the appropriate and reasoned conclusion.
- Keep the committee co-chairs informed through periodic progress reports.
- Prepare a final report prior to the ASFPM annual meeting describing the progress toward achieving the stated objective of the subcommittee.
- Submit final work products (position paper, resolution, etc.) to the committee co-chairs for submittal to the Board of Directors.

RESPONSIBILITIES OF AD-HOC COMMITTEE CHAIRS (New, Policy and Procedures Manual, Part II)

In addition to standing committees, the ASFPM chair or the Board of Directors may establish ad-hoc committees to tackle specific short-term tasks, as needed. Unlike the standing committees, the term of an ad-hoc committee is typically short and will end when the task is considered by chair to have been accomplished. Ad-hoc committee chairs shall:

- Call meetings of their committees and be the presiding officer at such meetings.
- Work with the ASFPM chair and, if appropriate, others to develop the scope of work for the assigned task.
- Keep the ASFPM chair informed through periodic progress reports.
- Prepare and issue a final report and presentation to the ASFPM chair and/or the Board of Directors when the task is completed.

RESPONSIBILITIES OF STEERING COMMITTEE CHAIRS (New, Policy and Procedures Manual, Part II)

From time to time the association may also need to establish a steering committee to oversee, coordinate or monitor the implementation of certain policies or activities. Steering committees are established, as needed, by the Board of Directors. Steering committee chairs are appointed by the association chair and will report to the Board of Directors. The term of operation of a steering committee is determined by the Board of Directors. Steering committee chairs shall:

- Call meetings of their committees and be the presiding officer at such meetings.
- Work with the ASFPM chair and, if appropriate, others to develop the scope of work for the designated work assignment.
- Keep the ASFPM chair informed through periodic progress reports.
- Prepare and issue reports, position papers, resolutions and presentations, to the ASFPM chair and/or the Board of Directors, as appropriate.

RESPONSIBILITIES OF TASK FORCE CHAIRS (New, Policy and Procedures Manual, Part II)

From time to time the association may also need to establish one or more task forces as needed to work on a single defined task or activity. Task forces are typically established to address a single cross-cutting, critical issue of the interest to the chair/board and may be comprised of individual members from various committees, executive office staff and non-members. The task force chair is appointed by the association chair and will report to the ASFPM chair and/or the Board of Directors. The term of operation of a task force is typically pre-determined at the time of establishment based on an estimate of the time needed to complete a task or activity, for which the task force was established, and ends upon the completion of the final report of their assigned task or activity to ASFPM chair. Task force chairs shall:

- Call meetings of their task force members and be the presiding officer at such meetings.
- Work with the ASFPM chair and, if appropriate, others to develop the scope of work for the designated work assignment.
- Keep the ASFPM chair informed through periodic progress reports.
- Prepare and issue reports, position papers, resolutions, and presentations, to the ASFPM chair and/or the Board of Directors, as appropriate.

ADOPTED BY THE BOARD OF DIRECTORS April 30, 2017.