

## **Committee and Role Descriptions & Responsibilities**

Committees and Roles which have \*\*\* are pending final updates

### **Policy and Procedures Committee\*\*\*:**

1. Keeps the manual up-to-date with new motions passed by the Board of Directors and new information that comes from the committees, liaisons and club officers.
2. Maintains a master for each policy or procedure, and in the event of missing files, will supply any new owners with an electronic version on request.
3. Tracks all changes to the manual in a spreadsheet and archives all old files.
4. Works with the web site committee in uploading the new material to the web site (Information on how to maintain the manual is specified in Procedure 3-08).
5. Provides the information for the back cover of the Borderline before each deadline.
6. Works with Specialty Liaison in maintaining the Specialty Guidelines.
7. The manual will be reviewed every five years by the P&P Committee and Board Liaison to ensure that content is current. The years of review will begin 2020, 2025, 2030, etc.

**Note:** Anyone wishing to serve on this committee should have strong computer, communication and writing skills.