

COMMITTEE RECORDS

Per Article XIII of the Constitution and Article V, Section 1 of the Bylaws, the committee chairman shall oversee the maintenance of the committee records. The following format should be utilized for maintaining committee records.

Committee Meeting Minutes should include:

- Date & Time of Meeting
- List of Attendees
- Agenda
- Each **Agenda Item** should include **Current Status**, which may include:
 - Any Decisions made by the committee about this item
 - Any Proposals/Resolutions to be presented to the Board of Directors (via Executive Committee) for approval as a result of committee deliberations about this item
 - Any pending Action Items and who is responsible

Draft Committee Meeting Minutes should be sent to Committee Members, including Executive Committee Liaison, within one week following committee meeting

Final Committee Meeting Minutes for the year (either electronic or hardcopy) should be submitted to the Main Office (office@bethemeth.org) by June 30, 2011

NOTE: Any decisions made by the Committee outside of the meeting, whether via electronic mailing list or otherwise, should be recorded by the chair and reported no later than the next committee meeting and should be included in the Final Committee Meeting Minutes for the year.