

Anatomy of a Committee

The function of a COMMITTEE is to assist the board and staff with programs and activities that advance the organization's mission and goals.

The STANDING COMMITTEES are identified in the OMCAR Bylaws and have a perpetual existence—aligned with the current President's term of office. AD HOC COMMITTEES and task forces are appointed as needed; disbanding upon completion of their work with a narrowly defined scope. Special interest groups are another committee form.

Our incoming President appoints committee Chairs and our incoming President-Elect appoints committee Vice Chairs. Committees are a good way to identify and develop future leaders.

1. Committees should have a clear purpose statement of defining their scope of work.
2. Committee charges are assigned annually by the board president; delegating tasks that will advance the strategic plan.
3. Meeting should have agendas to ensure the best use of volunteer time and outcomes.
4. Meeting minutes are essential and suggested by the IRS for committees "with authority." Maintain a notebook of minutes and supporting documents to pass on to successive committee leaders.
5. Committee Chair sets the date, time and place of meetings, and prepares agenda with the help of staff. Staff will notice all committee members by email of upcoming meeting along with minutes and agenda.
6. The Chair presides over meetings of the assembled group and conducts its business in an orderly fashion. A Vice-Chair is chosen to assist the chairman and to serve as chair in the absence of the chair, or when a motion involving the chair is being discussed.
7. Any and/or all projects must be approved by the Board of Directors and will be brought forward by the Chair in the form of a recommendation.
8. All actions of subcommittees must be subject to the approval of the Board of Directors.
9. No donations can be made on behalf of the OMCAR/Ocala MLS to any organization without Board of Directors approval.

10. Robert's Rules of Order shall be recognized as the authority, governing committee meetings in all instances wherein its provision does not conflict with the Bylaws.
11. Chair will submit a budget request in writing to the Budget/Finance Committee by the end of August for the upcoming year.
12. Committee Chairs are occasionally invited to inform the Board of Directors of current committee issues and activities.