



IIMC Committees Structure, Goals, Objectives, Responsibilities

The Committee Process

Each November, an article is published in the News Digest requesting volunteers for IIMC Committees. Once all applications are in-house, staff will provide the President Elect and Vice President with the names of members who have completed Committee applications, their preferences for appointment, and other information. The applicants will have listed their first, second and third choices. The President Elect can select members outside the applicant pool. Please remember to provide IIMC Staff with member that you appoint to a committee that was not part of the application process. You may contact the prospective appointees personally before the appointment committee meets to determine their level of interest in serving, to convey your faith in their abilities to do a good job, and to discuss concerns and ideas for the committee. **NOTE: Committee members serve 1-year terms with a maximum 6-years on the same committee.**

Establishing Goals and Objectives – President Elect

The President Elect in conjunction with the Vice President and Executive Director establishes the committees' goals and objectives that will take place beginning May during the Annual Conference and concluding one year later at the Annual Conference. The President Elect assigns Board liaisons for the committees and the Executive Director assigns the staff liaisons. Although the President Elect may ask for assignment preferences from the Board Members, the final decision on the appointments should be made based on where individual talents are most needed or where the Board member will serve best. Once the goals and rosters are finalized, staff will distribute them to each committee Chair, Vice Chair, Board Liaison and committee members along with the date, time and room assignment for the committee meeting at the Annual Conference.

Be sure that the Chair and Vice Chair understand that the Board Liaison has full voting rights and is to receive everything that is sent to the other committee members. Also, the Chair should be advised that the Board Liaison will present the mid year and annual reports at the Board meetings.

IIMC members who have not volunteered for a committee may attend the meetings and ask to be appointed. If this occurs, the Chairs must notify the President Elect regarding these members. If your committees are the appropriate size they need to be, you may wish to place the names on a waiting list to be used to fill vacancies during the year. **Please note that no additions to Committees will take place after September 1 of the Committee year.**

Committee Chair's Responsibilities

The Committee Chair's term begins at the Annual Conference and concludes 12 months later. The Chair is responsible for the following:

- Ascertain that each goal and objective is accomplished within the term of the committee;
- Keeps the process focused and on track;
- Communicates regularly with the Board Liaisons, IIMC Staff and Committee members;
- Provides direction and creates sub-committees if needed to accomplish each goal;
- Works with the Board liaisons;
- Complete Budget request if need be (see Budget);
- Reports on Committee activities on scheduled teleconferences with the President; and
- Writes two progress reports to the Board of Directors: the first one is for the mid-year meeting; the second for the annual conference. Headquarters will distribute a reminder prior to each deadline.

NOTE: Per IIMC Policy 2.35.190 C -- Each committee chair, in consultation with the vice-chair and board liaison(s), shall submit a written report to the President on the satisfactory or non-satisfactory participation of each member of their assigned committee by January 31st of each year.

Committee Vice Chair's Responsibilities

The Vice Chair supports and assists the Committee Chair. The Vice Chair succeeds to Chair the following year.

Committee Orientation Meeting with President Elect – IIMC Annual Conference

Each Committee Chair and Vice Chair that attends the Annual Conference will meet with the President Elect, and Vice President to review goals and objectives, to receive special instructions for the upcoming term, to explain the working relationship of the staff liaisons and to explain the budget request forms and deadlines.

The Committees' Board Liaisons will also attend this meeting. Their responsibilities include monitoring the activities of the committee and, if required, advising the Chair of any concerns; and to apprise the President, Executive Committee and Board of the committee's activities and progress and recommend any action if necessary.

Committee Meeting – IIMC Annual Conference

Each committee will meet during IIMC's Annual Conference to discuss the assigned goals and objectives. Time will be scheduled in the conference program for these meetings. Having the Chairs attend the Annual Conference and preside at their committee meeting is preferable; but if this is not possible, the Vice Chair (or in the VC's absence, Committee's Board Liaison) must be prepared to conduct the meeting.

Committee Meetings During The Year

Most of the Committees' work is carried out via e-mail, fax, teleconference and mail. Prior to scheduling a teleconference, contact the Executive Director for available dates and times. The Executive Director will also assign a phone number and code for you to distribute to your committee.

Budget

If a committee deems it necessary to request financial assistance to accomplish a goal, the Chair must submit a written budget request on the approved budget form to the Executive Director by the deadline assigned. Budget requests will be submitted to and discussed with the Budget and Planning Committee during the annual budget meeting in August.

No expenses will be incurred until the committee chair has been advised that their funding request has been approved.