



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 if needed. **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.

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 did not apply for a committee by the initial deadline, have until September 1 to submit an application to IIMC Headquarters or to the IIMC President. **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 (contact IIMC HQ for Budget requests);
- Reports on Committee activities on scheduled teleconferences with the President; and
- Writes two 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

IIMC does not hold Committee meetings for committee members at its Annual Conferences.

Committee Meetings During The Year

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

POLICY – November 2013

2.35.050 – Establishing Goals and Objectives and Referrals

The President Elect in conjunction with the Vice President and Executive Director establishes the committees' goals and objectives for the term that begins in May during the Annual Conference and concludes one year later at the Annual Conference. The President Elect assigns Board liaisons for the committees and the Executive Director assigns the staff liaisons. During the Committee's term, referrals outside of the Committee's scope and original goals must be formally documented and presented to the President prior to submitting to the Committee. With the Board's approval, the President assigns to a Committee all referrals, additional goals, policy issues and new proposals in the context of the Committee's scope.

A referral may be made to more than one committee at the discretion of the President and Board. If so, each committee shall be notified of the multiple referrals and the reason therefore. The Board and President may refer any proposal to the Policy Review Committee in addition to the subject matter committee.

2.35.060 – Board and Staff Responsibilities Board Liaison The Board Liaison's core responsibilities are to monitor, support, provide advice and direction, and to relay relevant information and Board actions from the President and the Board, ensuring the Committee is on target with its assigned goals and objectives. The Board Liaison has voting rights and receives all materials that are sent to the other committee members. The Board Liaison will present the mid year and annual reports of the Committee at the Board meetings.

Staff Liaison

This staff liaison is the primary staff contact for his/her assigned committee and works with the Chair, Vice Chair and Board Liaison to ensure that the Committee's activities and work are aligned with IIMC's goals and objectives. Staff also serves as a content and process expert, recommending effective procedures based on IIMC's policies, research and past experience. Staff liaisons coordinate with other departments regarding programs and services that may affect respective Committees and identify potential opportunities within the Committee's established goals.