

## COMMITTEES:

A Committee is a body of one or more persons appointed by the Board/President to accomplish a specific need, such as a car show, social event, or election. The committee is a part of RTP Corvettes and as such shall report to the Board. The Board of Directors shall present the need for a committee to the club and ask for volunteers. The President has the option to ask members to be a part of a committee or be the chairperson if there are no volunteers.

### **Responsibilities**

- Members will work together to accomplish specific tasks for the enhancement of the club.
- Provide detailed information of actions and outcomes when asked by a member of the Board of Directors.
- Circulate the agenda at least 72 hours in advance.
- Make detailed notes at the committee meeting.
- Schedule important items early in the meeting to ensure sufficient time for discussion.
- During the meeting, the chairperson will be responsible for encouraging participation from all committee members, keeping the discussion connected to the agenda item, and keeping the discussion within the meeting time.
- The chairperson will summarize “to do” actions prior ending meeting