

Committees of the Board

8.1. Committee purpose

8.1.1. The board may establish or abolish standing or special committees as necessary. It will be the purpose of any committee appointed by the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board to assist the board of directors to govern more efficiently. A board committee is not designed to do staff work. Committees will be used to investigate, deliberate and analyze special issues on behalf of the board.

Adopted: <date>

8.2. Committee authority

8.2.1. Board committees, when used, will be assigned to reinforce the board's work and never to interfere with delegation from board to executive director. Accordingly:

- 8.2.1.1. Board committees are to help the board do its job, not to help or to advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
- 8.2.1.2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated to not conflict with authority delegated to the executive director.
- 8.2.1.3. Board committees cannot exercise authority over staff. Because the executive director works for the full board, the executive will not be required to obtain approval of a board committee before an executive action.
- 8.2.1.4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee, which has helped the board create policy on some topic, will not be used to monitor organizational performance on that same subject.

- 8.2.2. Committees will be used sparingly and ordinarily in an ad hoc capacity.
- 8.2.3. This policy applies to any group formed by board action, whether or not it is called a board committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the executive director.

Adopted: <date>

8.3. Committee accountability

- 8.3.1. Committees are a subsidiary of the board, and will be expected to report their work to the full board on a regular basis. Each committee will be expected to make recommendations to the board for action, such recommendations to be made by a member of the committee in the form of a motion at a full board meeting.
- 8.3.2. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

Adopted: <date>

8.4. Appointment of committees

- 8.4.1. The president of the board will appoint the chairperson of each committee and all committee members, taking into consideration the preference of the board members for committee assignment. Board members will be polled as to their committee preference.
- 8.4.2. Non-board members may also be appointed as committee members. In appointing non-board committee members, it will be determined which board areas will need board candidates in future years. An effort will then be made to appoint non-board members from these areas as a means of leadership development. Board candidate recommendation forms may be utilized in this process.

Adopted: <date>

8.5. Committee report form

- 8.5.1. All MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. committees will submit a written report to the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. office in adequate time for the report to be included in the meeting packet.

Adopted: <date>

8.6. Ex officio committee members

8.6.1. The president of the board will be an ex-officio member of all committees, but will only vote on the committee to which he/she is assigned. The executive director or the executive's delegated representative will be a nonvoting member of all committees as resource to the committee.

Adopted: <date>

8.7. Staff support for committees

8.7.1. The executive director, or a staff member appointed by the executive director, will serve as a non-voting member of every board committee. The staff member will provide the following support to the committee:

- 8.7.1.1. Maintain committee rosters.
- 8.7.1.2. Prepare meeting agendas.
- 8.7.1.3. Prepare and mail notices of committee meetings, agenda packets and other materials as required.
- 8.7.1.4. Arrange committee conference calls when necessary.
- 8.7.1.5. Record the minutes of the committee meetings.
- 8.7.1.6. Maintain permanent committee files.
- 8.7.1.7. Staff members do not make committee reports to the board.

Adopted: <date>

8.8. Duties of committee members

8.8.1. Duties of the members of individual board committees will vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- 8.8.1.1. Attending all meetings of the committee to which the board member is assigned.
- 8.8.1.2. Preparing for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.
- 8.8.1.3. Actively participating in discussions at committee meetings.
- 8.8.1.4. Following through promptly on any assignments for the committee.
- 8.8.1.5. Supporting committee recommendations before the full board.

Adopted: <date>

8.9. Committee meetings

- 8.9.1. The committee chairperson will convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the executive to avoid conflict and to ensure completion of staff support and research for the committee.
- 8.9.2. Minutes will be kept of committee meetings. Committees will submit a written summary of committee actions and recommendations to the board in the board meeting packet for the meeting at which committee recommendations will be considered.

Adopted: <date>

8.10. Guidelines for the committee chairperson

- 8.10.1. The committee chairperson will be expected to lead the committee just as the board chairperson is expected to lead the board. The committee chairperson is accountable for ensuring the productivity of the committee by:
 - 8.10.1.1. Planning the agenda for the committee meetings.
 - 8.10.1.2. Ensuring that all members of the committee are notified of committee meetings.
 - 8.10.1.3. Convening committee meetings, and keeping meetings on track.
 - 8.10.1.4. Appointing a member of the committee to keep a written record of committee actions.
 - 8.10.1.5. Encouraging the committee to take action on the issues discussed by the committee.
 - 8.10.1.6. Ensuring that reports and recommendations for action from the committee are presented to the full board.
 - 8.10.1.7. Leading the committee to evaluate its own operations.

Adopted: <date>

8.11. Executive committee

8.11.1. The executive committee will consist of the officers of the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board. This committee will meet as necessary to prepare issues to be presented to the full board and/or to make emergency decisions on behalf of the board when it is not possible to assemble a quorum of the board. This committee will have no power other than emergency action or other powers as may be delegated to it by the full MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board from time to time.

Adopted: <date>

8.12. Board development committee

8.12.1. The board development committee will be responsible for improving the operations of the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board of directors by:

- 8.12.1.1. Reminding board members to be alert for potential new board members.
- 8.12.1.2. Maintaining a file of potential board members.
- 8.12.1.3. Serving as the nominating committee to nominate persons for board membership.
- 8.12.1.4. Facilitating the orientation of new board members.
- 8.12.1.5. Facilitating ongoing board in-service programs.
- 8.12.1.6. Encouraging board members to attend state and national meetings that will help board members understand and carry out their job better.

Adopted: <date>