ASSOCIATION OF CHILD NEUROLOGY NURSES
Policies & Procedures

COMMITTEES

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Approved By

1. **Purpose**: Committees provide the core structure of the organization and allow for member involvement in decision-making and participation in the implementation of ACNN initiatives. The number of committees may vary based on the needs of the organization. All committee functions should be consistent with ACNN mission, philosophy and goals.

2. **Policy**: To provide structure, accountability and guidance for ACNN committees.

3. **Procedure**:
   3.1 The president appoints a chair for each committee for a period of 2 years.
      3.1.1 Recommendations for committee chairs may be solicited from Board members and former Committee Chairs.
      3.1.2 A committee chair may be re-appointed and serve up to three consecutive terms.
      3.1.3 The National Office will confirm that dues are current before the individual assumes the role of chair.
      3.1.4 If a committee chair is not able to complete the 2 years of service, the president will appoint an interim chair for the remainder of the term.
      3.1.5 The president appoints a Board Liaison for each committee annually
   3.2 Committee membership and responsibilities:
      3.2.1 Members are recruited at time of membership renewal, at the Annual Meeting and at other times as needed through personal contact, email blasts and/or newsletter.
      3.2.2 The names of those interested in participating in the committee will be sent to the committee chair.
      3.2.3 The National Office will determine that dues are paid before the individual can participate in the committee
      3.2.4 Members are responsible for participating in the committee as determined by the committee terms of reference.
      3.2.5 Members must respond to the chair’s request(s) in a timely fashion. Failure to do so will result in the member being asked to leave the committee.
4. Committee Chair Responsibilities:
   4.1. Facilitate the mandate of their committee including goal development and achievement
   4.2. Develop/revise terms of reference in consultation with their Board Liaison.
   4.3. Arrange and lead committee meetings/conference calls as needed
   4.4. Delegate tasks to committee members and seek input from committee members and the Board Liaison as needed
   4.5. Update the Board Liaison on committee activities and progress as requested
   4.6. Submit all committee expenses to the National Office

5. Board Liaison Responsibilities:
   5.1. Facilitate communication between the ACNN Board and Committee Chair
       5.1.1 Communicate Board recommendations relevant to committee activities to the Chair
       5.1.2 Obtain updates on the committees activities and goal achievement from the Chair and inform the Board
       5.1.3 Respond to queries of the Chair, seeking advisement/approval from the Board as needed
       5.1.4 Obtain approval for new/revised terms of reference and annual committee goals from the Board
   5.2. Participate in the activities of the committee as needed
   5.3. Recommend and recruit the Committee Chair and committee membership as needed