



Committees

This policy serves to supplement IFSAC Bylaws regarding the establishment of committees by the Council and each board. Its objective is to ensure the consistent functioning and coordination of committees and task groups within IFSAC, aligning with the organization's governance structure and operations. Additionally, it fosters communication and proper record-keeping practices.

Structure

1. Committees will be established and appointments made according to requirements outlined in IFSAC Bylaws.
2. Standing committees will be responsible for the areas designated for each in the IFSAC Bylaws.
3. Standing committees under the Council shall consist of a minimum of four voting members, with equal representation from each assembly appointed. The Planning Coordination Committee shall include the parliamentarian and assistant parliamentarian as non-voting members.
4. Standing committees under each assembly board shall consist of a minimum of four voting members.
5. Task groups may be appointed under each committee to address specific topics or issues.
6. IFSAC Administration will have at least one staff person on each committee and task group in a non-voting capacity.

Coordination, Reporting, and Recordkeeping

1. IFSAC Administration staff will coordinate committee and task group meetings.
2. Committees will report to the appropriate Council or board according to the IFSAC Bylaws.
3. Notes, summaries, findings, and recommendations shall be recorded and submitted to IFSAC Administration.