



Responsibilities of a CalSAE Committee Member

1. Be familiar with the following:
 - ❖ CalSAE Vision, Mission, and Goals (Strategic Plan)
 - ❖ Committee Mission and Responsibilities
 - ❖ Committee Membership (Roster)
 - ❖ CalSAE Volunteer Policies and Guidelines (Board Manual)
2. Be prepared, regularly attend, and actively participate in committee meetings (typically conference calls). Committees meet 4-5 times a year.
3. Support developing and implementing the committee mission, goals, and related strategies (i.e., issue research, testing and review of product or service development, member engagement programs, etc.).

Time Commitment: Committee member contributions may vary but are expected to be between two and four hours per month.

CalSAE Key Volunteer Policies

1. **Attendance Policy.** Committee & council members are expected to regularly attend meetings. Regular attendance is critical in each committee's & council's ability to perform their responsibilities and to ensure members have strong knowledge and good communication in the committee/council activities, policies, and decision-making processes. Therefore, if a member is unable to attend regularly, the following reminders and actions should be taken by the Chair of the committee or council.
 1. **Missing two meetings.** The volunteer will be politely reminded of the policy and an inquiry made if the volunteer will be able to regularly attend meetings in the future.
 2. **Missing three meetings.** The volunteers will be sent an email thanking them for their service and will be removed from the committee.
 3. The Chair of the committee or council has the discretion to use his/her judgment in implementing this policy. The Chair has the authority to consider appropriate circumstances that may warrant exceptions to this policy.

2. **Operational Guidelines.** The following guidelines and policies are being established to support the strong operations of each committee and council.
 1. **Quorum.** Committees and councils will operate under Roberts Rules of Order. This means that most members are required to take action (make motions, approve minutes, approve policies, etc.)
 2. **Orientation.** Each committee and council should have at least one formal orientation at the beginning of the committees/council cycle.
 3. **Volunteer Expectations.** Each Committee & Council should be deliberate, at least once a year, in asking its volunteers what they would expect or desire to get out of their volunteer experience.
 4. **Evaluation.** Each Committee and Council should formally review and evaluate their activities at least once yearly. Such evaluations may include a survey of the volunteers. Suggestions and recommendations that have consensus should be incorporated for next year. The exception would be suggestions that have a specific budget or resource impact, which would need board approval.
 5. **Outreach to new volunteers.** It was suggested that 1-1 follow-up occurs by either the committee or council Chair or another member of the committee. Current members of the committee or council could be assigned to new volunteers as a point of contact so the new member has a person, they know they can approach with questions or suggestions.
 6. **Flexibility.** Each committee and council is recommended to have two "tiers" of membership: Regular members that are expected to fully participate and be voting members and "part-time" members that include limited involvement and be focused on projects, tasks, and the like. The "part-time" members will not be counted toward a quorum but will receive all committee or council communication.

3. **Conflict Of Interest Policy.** When a committee or council is involved in making a decision or developing a recommendation in which there exists a material interest of any of its members, the decision or recommendation would be identified as a potential conflict of interest by the staff, the Chair of the council or committee or another member of the committee, or the individual(s) involved in the potential conflict. A material interest may exist in but is not limited to, the purchase or exchange of goods or services with CalSAE, the selection of event sites, and choosing conference or education speakers.
If a material interest is perceived to exist for any current or former member of the Board, or any committee, task force, etc., the following should occur:
 - A. The committee will be notified by the Chair or by staff that the committee will be involved in making a “material” recommendation or decision.
 - B. Any member of the committee that is associated with the relevant service or product or would directly or indirectly benefit from the decision will identify him/herself as having a potential conflict of interest.
 - C. If the committee member is either unaware or unable to identify the conflict of interest, or disagrees that there is a conflict, the committee Chair will be the final authority in determining whether a conflict exists.
 - D. If a potential conflict of interest exists or is determined, the committee member will not receive materials, or participate in any discussion that is involved in making the relevant decision or recommendation.
 - E. Once the relevant decision or recommendation is made, the committee member will be informed of the decision or recommendation and will then return to full participation in all other aspects of the committee’s work and deliberations.

4. **Contracts and Agreements.** No Committee or Council Chair has the authority to enter into a contract or agreement on behalf of the Society.