

## 401 Committee Meetings

Standard Operating Procedure (SOP)

Effective Date: 06/20/2019

Last Revision: 06/20/2019

Version: 1.0

Pages: 4

### Purpose

The purpose of this procedure is to define guidelines for conducting Committee meetings of the FFAST Board of Directors.

### Policy

This SOP does not relate to a specific policy. It defines the procedures for conducting Committee meetings.

### Definitions

**Members** – This term encompasses all FFAST professional staff and FFAST Board of Directors.

**Team Members** – This term encompasses FFAST professional staff.

**Board Members** – This term encompasses FFAST Board of Directors.

**Committee** – Committees mentioned and specified in the FFAST Board of Directors Bylaws.

**Committee Members** – This term encompasses all members of the committee, including ex officio and subject matter members.

**Committee Liaisons** – Team Members assigned to facilitate Committee meetings.

**Committee Chairperson** – Assigned by the Co-Chairs to preside over a Committee meeting.

**Internal Detective Controls** - A type of internal control designed to find errors after they have occurred. They serve as part of a checks-and-balances system and to determine how efficient procedures are.

### Controls

With the completion of the process, internal detective controls are applied to assess the efficiency of this SOP.

### Authority

Co-Chairs assign a Board Member to chair a Committee. The assigned Committee Chairperson must work in collaboration with Committee Liaisons to schedule meetings and disseminate information regularly.

## Recurring Meeting Schedule

1. Service Delivery Evaluation Committee – First Tuesday of the Month at 3:00 PM.
2. Technology Awareness Committee – First Wednesday of the Month at 3:00 PM.
3. Campaign Committee – Second Wednesday of the Month at 3:00 PM
4. New Horizon Loan Program Committee – Second Thursday of the Month at 3:00 PM.
5. Public Policy – Third Tuesday of the Month at 11:00 AM.
6. Executive Committee – Fourth Monday of the Month at 3:00 PM.
7. Development Committee – Fourth Wednesday of the Month at 3:00 PM.

## Meeting Milestones

1. Two calendar weeks before the meeting date, the Committee Liaison shall provide a draft agenda to the Committee Chairperson for approval.
  - a. The Committee Liaison shall use the previous meeting agenda as a template.
  - b. The Committee Liaison shall survey the Committee Chairperson and assigned tasks from other committee meetings for New Business.
  - c. Old Business shall include all outstanding items from the previous meeting agenda.
    - i. The Committee Liaison shall include a Task report under Old Business.
  - d. The Committee Liaison shall set the next meeting and include meeting information on the current, developing agenda.
    - i. For schedule conflicts, the Committee Liaison will ask for direction from the Committee Chairperson.
    - ii. The Committee Liaison shall inform the Director of Operations of the next Committee meeting for compliance with Policy 217 Open Meetings and Open Records.
  - e. The Committee Liaison shall update Standing Agenda Items.
2. One calendar week before the meeting date, the Committee Liaison shall post and provide to Committee Members a meeting agenda and all supporting documents.
3. One calendar week after the meeting date, the Committee Liaison shall post and provide to Committee Members minutes from the previous meeting.

## Responsibilities

The Committee Chairperson is responsible for the following:

1. Developing Committee agendas,

2. Reviewing Committee meeting materials,
3. Presiding at Committee meetings,
4. Assigning tasks to Committee Members, and
5. Reporting to the Executive Committee/Board of Directors.

The Committee Liaison is responsible for the following:

1. Ensuring compliance with Policy 217 Open Meetings and Open Records,
2. Ensuring compliance with Meeting Milestones,
3. Scheduling all Committee meetings in Boardable and GoToMeeting, and
4. Documenting Committee meetings (Minutes).

The Director of Operations is responsible for posting notices of all Committee meetings.

**Prerequisites and Required Items**

Approved Committee Meeting Templates for Agenda, Minutes, Tasks Reports, and Supporting Documentation.

**Records Management**

This SOP complies with FFAST Policy 212 Records Management Policy.

**Document Properties and Control**

- 1) The SOP is assigned to a section in the FFAST Policy and Operations Manual.
- 2) The SOP is assigned a unique number within the section.
- 3) For all revisions, the following information is required before publishing:
  - a) Assignment of a unique revision number
  - b) Revision date,
  - c) Revision details,
  - d) and author of the revision documented.
- 4) FFAST shall retain all electronic copies including older revisions on the State Headquarters' server.

**Approvals and Revisions**

Version	Date	Revision Details/ Comments	Author of Revision
1	06/20/2019	Added all Committees	MD

## Related Documents

Document Name	Document Link
<b>402 Committee Documents</b>	

## Distribution

All Members shall receive an electronic copy of this SOP.