

402 Committee Documents

Standard Operating Procedure (SOP)

Effective Date: 06/20/2019

Last Revision: 06/24/2019

Version: 2.0

Pages: 7

Purpose

The purpose of this procedure is to define guidelines for the presentation of Committee meeting documents to Committee Members.

Policy

This SOP does not relate to a specific policy. It defines the standards for providing Committee meeting documents to Committee Members.

Definitions

Boardable – Boardable is the cloud-based system used for committee meeting management.

Members – This term encompasses all FFAST professional staff and 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.

Responsibilities

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.

Process

1. The Boardable Document Center houses all Committee Meeting materials.



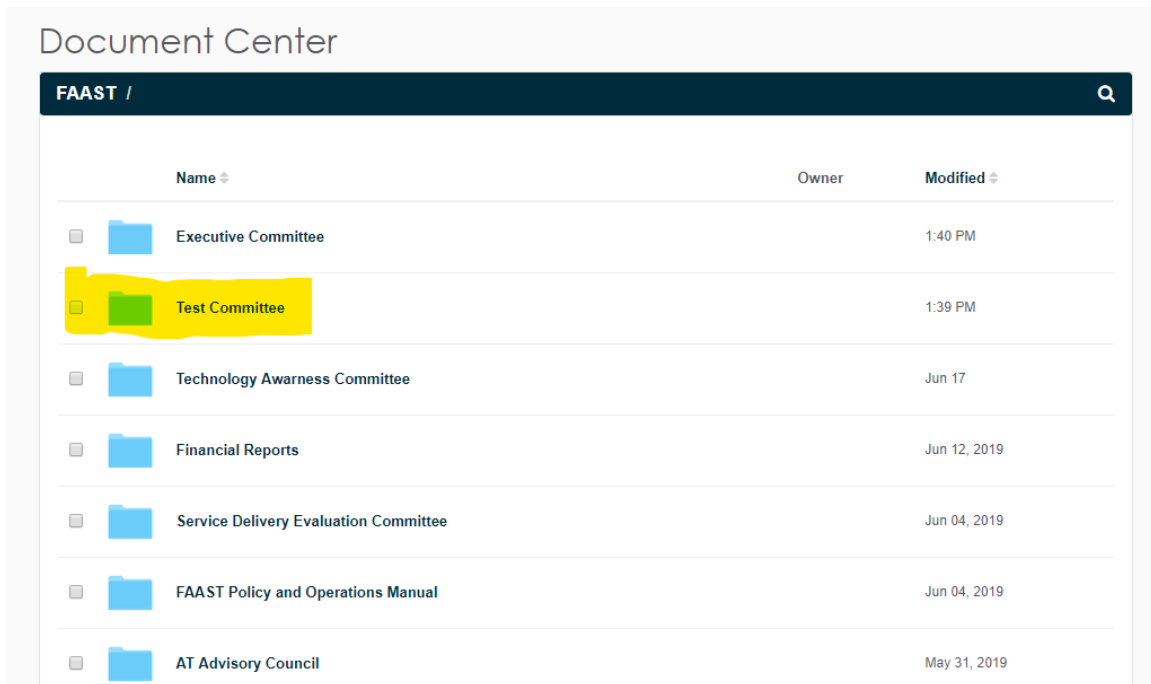
- Dashboard
- Calendar
- My Groups ▾

- Meetings
- Document Center**
- Discussions
- Polls
- Tasks
- Groups List
- People Directory

- Settings
- Subscription

- Help Center

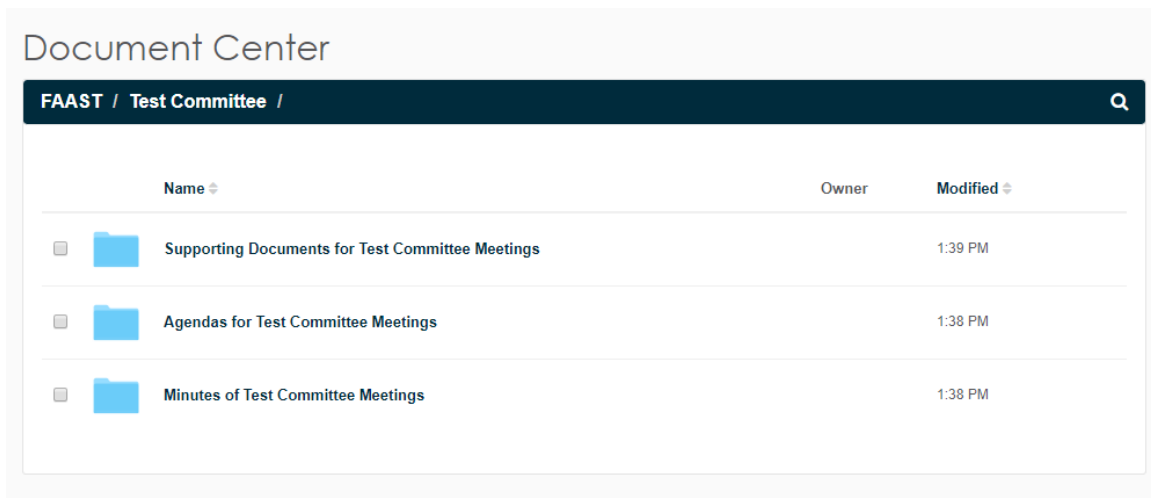
2. Each Committee has a folder in Boardable under the Document Center.



3. Each Committee folder has three subfolders.

a. The subfolders are:

- i. Supporting Documents for Test Committees
- ii. Agenda for Test Committee Meetings
- iii. Minutes of Test Committee Meetings



4. The Committee Liaison will upload all supporting documents for a meeting before finalizing the agenda. The location for meeting documents are as follows:

>>>>Document Center, Committee Folder, Supporting Documents for COMMITTEE NAME Committee.

- The Committee Liasion creates a new subfolder for each meeting, as shown below:

Document Center


FAAST / Test Committee / Supporting Documents for Test Committee Meetings /		
Name	Owner	Modified
<input type="checkbox"/> 2019 06		1:59 PM
<input type="checkbox"/> 2019 02		1:57 PM
<input type="checkbox"/> 2019 01		1:56 PM
<input type="checkbox"/> 2018 12		1:55 PM

- Folders are titled first by fiscal year, then two digits representing the meeting month.
- January is noted as 01, followed by 02 for February, and so on.
- Inside the folder appropriate fiscal year, month folder, the Committee Liasion creates three new subfolders.
- The folders are Standing Items, Old Business, and New Business.

FAAST / Test Committee / Supporting Documents for Test Committee Meetings / 2019 06 /		
Name	Owner	Modified
<input type="checkbox"/> Standing Items		1:59 PM
<input type="checkbox"/> Old Business		1:58 PM
<input type="checkbox"/> New Business		1:57 PM

- The Committee Liaison uploads any documents needed for the meeting under the corresponding folder for which the item falls on the agenda. For example, the Committee Liaison uploads the Action Item Report to the Standing Items folder because this report is a standing item on all committee meeting agendas.

Document Center

FAAST / Test Committee / Supporting Documents for Test Committee Meetings / 2019 06 / Standing Items /			
	Name	Owner	Modified
<input type="checkbox"/>	 Action Item Report for June, 2019 Test Document.pdf	Michael Daniels	4:16 PM

- Once all the documents are uploaded, the Committee Liaison links the document to the corresponding agenda item.
- After all the links are linked and the Committee Chairperson approves the agenda, the Committee Liaison is to upload the agenda to the Agendas for COMMITTEE Meetings folder. Agendas are titled first by fiscal year, then two digits representing the meeting month, ending with the word "Agenda." January is noted as 01, followed by 02 for February, and so on.

See examples below:

Document Center

FAAST / Test Committee / Agendas for Test Committee Meetings /			
	Name	Owner	Modified
<input type="checkbox"/>	 2018 12 Agenda Test Document.pdf	Michael Daniels	1:56 PM
<input type="checkbox"/>	 2019 02 Agenda Test Document.pdf	Michael Daniels	1:56 PM
<input type="checkbox"/>	 2019 01 Agenda Test Document.pdf	Michael Daniels	1:56 PM

13. Posting minutes following the same methods. The Committee Liaison will upload the minutes for a meeting as follows:
- a. Document Center,
 - b. Committee Folder, then
 - c. Minutes of COMMITTEE NAME Committee.

Document Center

FAAST / Test Committee /		
Name	Owner	Modified
<input type="checkbox"/> Supporting Documents for Test Committee Meetings		1:59 PM
<input type="checkbox"/> Agendas for Test Committee Meetings		1:56 PM
<input type="checkbox"/> Minutes of Test Committee Meetings		1:38 PM

14. Minutes are titled first by fiscal year, then two digits representing the meeting month, ending with the word “Minutes.” January is noted as 01, followed by 02 for February, and so on.

Document Center

FAAST / Test Committee / Minutes of Test Committee Meetings /		
Name	Owner	Modified
<input type="checkbox"/> 2018 12 Minutes Test Document.pdf	Michael Daniels	4:31 PM

Prerequisites and Required Items

Boardable account.

Records Management

This SOP complies with FAAST Policy 212 Records Management Policy.

Document Properties and Control

- 1) The SOP is assigned to a section in the FAAST 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	Completed SOP	MD
2	06/24/2019	Numbered the steps in the Process section	MD

Related Documents

Document Name	Document Link
401 Committee Meetings	

Distribution

All Members shall receive an electronic copy of this SOP.