

## COMMITTEE POLICIES

1. A Committee is composed of a chairman and designated Committee members. Committee Chair terms are for two years. Committee members are one year appointments. There are no Committee Chair or Committee member term limits.
2. Ad hoc committees, working groups, commissions, or task forces are special committees established and appointed by the President, and approved by the EB, for a designated purpose, normally unmet by other committees or to supplement the work of other committees. Ad hoc committees, working groups, commissions and task forces do not have permanent status. An expiration date may be stated at the time of appointment if other than an annual appointment. Such committees report to the President and EB.
3. Working groups may be established from time to time by the EB for a specific purpose. Such a working group must be appointed to investigate and recommend procedures for implementing new RMDS programs. These working groups may be considered temporary or they may be expected to supervise and review the procedures for their programs on an ongoing basis.
4. Working groups may also be appointed by Committee Chairs, as needed, or may be appointed by the President, and approved by the EB. Working groups are accountable to the entity that made the appointment.
5. When a Committee creates a working group, the Chair of the Committee will appoint the working group Chair. The EB reserves the right to approve any subcommittee or working group Chair.
6. Committee members are appointed on an annual basis from January 1 to December 31. There is no limit to the number of years that a Committee Chair, or Committee member may be reappointed.
7. Committee Chairs and members must be an RMDS member, in good standing.
8. Committee members can be removed by the Chair with or without cause.
9. Resignations from a RMDS Committee Chair, prior to the end of the year, should be submitted in writing to the RMDS President and Executive Director. Vacancies received on or after September 1 may remain unfilled for the remainder of the year at the discretion of the EB.
10. Chairs, Committee members and appointees are required to comply with the RMDS Code of Ethics and Conflict of Interest Policy in all RMDS work. They must publicly disclose any actual or perceived conflict of interest and shall not vote on such Committee matters. In addition, chairs and Committee members must agree not to use information obtained in Committee meetings and correspondence outside their Committee without specific permission of the Chair and Committee liaison.
11. Chairs and Committee members are also required to act in good faith and in accordance with what they believe to be in the best interest of RMDS. They should discharge their

responsibilities in a timely fashion without delegating such responsibilities to other volunteers or staff.

12. Attendance and active participation in meetings by Committee members is expected. Committee members are expected to participate in teleconferences and correspondence throughout the year.

13. Each Committee reports to and addresses issues to the BOG for approval at the annual convention. Issues arising between meetings of the BOG must be addressed to the EB for discussion and approval.

14. The official spokesperson for a Committee is its chair. With the Chair's permission, Another Committee member can speak on the Committee's behalf in meetings and to the BOG and/or EB. Issues also may be addressed to the EB through the Committee liaison. Statements made on behalf of a Committee may not be made without prior communication with the Chair.

15. Internal communications regarding Committee business are not to be copied to organizations or individuals outside of RMDS or to corporate sponsors without the approval of the President or Executive Director/EB.

16. If a Committee Council wishes to submit any material for publication, it must receive prior approval of the Executive Director/Central Office. Web sites or other publications (i.e. online forums, publications, list serves, newsletters) representing a Committee must be done through or with prior approval by the RMDS Executive Director or the EB.

17. When a member creates editorial material for placement in RMDS Centaur that reflects content material under the jurisdiction of a Committee, that editorial must be approved by the Committee Chair before it is submitted to the editorial staff.

18. When a Committee Chair, or a staff member, acting on behalf of a Committee, creates editorial material for placement in publications or Web sites outside of RMDS that reflect content material under the umbrella of a RMDS official communication, that material must first be approved by the Executive Board.

19. Written communication on Committee business should clearly indicate who has originated the communication.

20. When a program, project or publication is budgeted for a particular Committee, the Committee must include support for the activity in their planned activities for the year.

21. Each Committee is required to have a goals and annual objectives that fall within the parameters of the overall RMDS mission. Any proposed changes to the goals of the Committee MUST be approved in advance by the RMDS EB. Annual objectives must be designed to include what the Committee can accomplish during the year, within the parameters of the approved budget for the Committee.

22. The Committee Chair is responsible for submitting a written report on the Committee's activities, concerns, problems or development to the RMDS Executive Board at the

Executive Board meetings. Program/project proposals or requests for changes must be submitted with these reports.

23. The EB directs all Committee Chairs to (1) prioritize funding requests, and (2) assure that the necessary support is available to accomplish the goals for the planned projects in the coming year.

24. Committee Chairmen and the Executive Board may attend RMDS events at 50% of audit fee where the fee is \$50 or greater. If attending to complete the educational requirement, then you must pay the full audit fee. (TD, Judges CE, Show Mgt. etc.)