

Greater Renton-Tukwila Youth Soccer Association

Title: Committees

Policy and Procedure Number: 002

Revision: NEW

Approval Date: August 6, 2003

A. Purpose

This procedure describes how committees will operate in Greater Renton-Tukwila Youth Soccer Association (GRTYSA).

B. Definitions

1. Standing Committee

A committee set up by the GRTYSA board with a long-term mission. The GRTYSA board can disband a standing committee at any time.

2. Special Committee

A committee with a limited duration. The board sets the length of time an ad hoc committee will exist at the time the committee is established.

C. Committee Approval

A committee charter must be written and presented to the GRTYSA board for a committee to be approved. A committee may be approved at any regularly scheduled GRTYSA board meeting by a majority vote of the board members present. Revisions to committee charters will be approved at any regularly scheduled GRTYSA board meeting. Committee charters for standing committees will be reviewed and approved annually by the GRTYSA board.

D. Committee Reporting

The committee chairperson will submit a written report of the committee's activities to the GRTYSA board no less than every two months.

E. Committee Members

Committee members will be selected by the clubs that make up GRTYSA. Any person that is a member of a club, as defined by the club by-laws, is eligible to be on a GRTYSA committee. Clubs will provide the GRTYSA board with the committee member's name, phone number and e-mail address.

F. Committee Chairperson

Committees will select a chairperson. The chairperson will notify members of meeting times and locations. The chairperson will provide the written report of committee activities to the GRTYSA board

G. GRTYSA Officer

All committees will be assigned a GRTYSA officer to provide the committee with direction and guidance from the GRTYSA board

H. Charter

Each committee will have a charter approved by the association board. The charter will include the following sections.

1. Title - A descriptive title for the committee
2. Approval Date - The date the charter is approved by the GRTYSA board.
3. Task Description - Description of the tasks the committee will be working on.
4. Duration - The length of time the committee will be working.
5. Budget -The money the committee is approved to spend.

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6. GRTYSA Officer - The GRTYSA officer assigned as the liaison for the committee.

Committee Charter

Committee Title:

Approval Date:

Task Description:

Duration:

Budget:

GRTYSA Officer: