

# Committee Responsibilities

1. Create an “Objectives and Goals of Committee” including a list of committee members and present to the board.
2. Read and familiarize themselves with LLPOA Handbook.
3. Shall present an updated list of committee members to the board annually at the October board meeting.
4. Board of Directors shall appoint a board member to be Director of the committee and shall appoint a Chairperson.
5. Must present a written report and accounting, if applicable, at the next regular board meeting.
6. Committee Director or Chairpersons may request a posting on the LLPOA website or mass mailing with prior approval of the Board of Directors either at the next board meeting or via other form of documentable communication. Documentable communication includes written correspondence, email or text messaging.
7. Director or Chairpersons shall present to the Board of Directors an updated list of committee members each year at the October board meeting.
8. All incumbent Committee Directors and Chairpersons shall turn over all records to their successors within thirty (30) days.