## Set Committee Positions

# Purpose of the policy

To promote smoother committee meetings and decision-making processes.

# Background:

Whereas our co-operative relies on the clear communication and decision-making of the committees, as well as on the volunteer contributions of our members, we will adopt a policy of all committees having at least three set committee positions to be appointed by the committee.

# Policy

All committees appoint set positions of Chair, Co-chair, and Secretary. (May 2007)

# Procedures needed to carry out this policy

The positions are to be appointed upon formation of the committee or as the first order of business after the AGM then communicated to the Board and membership. Responsibilities of each position are as outlined in the attached documents.

 [**VC-details-for-Set-Committee-Positions.pdf**](http://viewcourt.vcn.bc.ca/uploads/P0/bt/P0btuIG5yY9_iXqF25_79Q/VC-details-for-Set-Committee-Positions.pdf)