

Policy # 34-0222-1
Approved by Executive Committee -1/3/22
Approved by State Board of Directors 2/5/22

BCHC SUBCOMMITTEE POLICY for LEADERSHIP TEAMS

This policy addresses subcommittees appointed at the state BCHC level. Units are strongly encouraged to follow the same process.

BCHC subcommittees may be appointed by the BCHC President from time to time to research various issues that come before the Executive Committee or Education Fund Board. The goal of the subcommittee should be clearly established and approved by the President and the Executive Committee/Ed Fund Board. Subcommittee members should be notified in writing by the President or Executive Committee or Ed Fund Board of the specific goal(s) and the time frame in which they need to operate, as well as specific deadlines that need to be met.

The subcommittee shall be chaired by the Vice President or other BCHC officer whose job is most closely tied to the subject matter. *Example: If the subject to be researched is the Intern Program, the closest tie would be VP of Education. If it is a budget subcommittee, the Treasurer should chair.* The chair may then choose subcommittee members unless there is a request to include specific people. The subcommittee should regularly report its progress to the President and Executive Committee as it moves forward

At the first meeting, the subcommittee should define its goal(s) and lay out a plan of accountability (who will do what) to work toward its goal(s). All members of the subcommittee will be included in all correspondence, results of phone inquiries and emails as the subcommittee moves toward development of a recommendation to resolve the issue that caused its formation. Minutes and correspondence should be kept on file with copies to all members of the subcommittee.

The final subcommittee recommendation should take the form of two or three options, if possible. Each recommendation should list its pros and cons along with any fees associated with the approach. If the fees are to be ongoing charges (a monthly fee, for example), the subcommittee will also propose a method to offset this charge. The subcommittee chairperson will notify the BCHC President and Secretary when the subcommittee would like its results placed on the appropriate agenda for voting purposes

and provide the BCHC President and Secretary with all necessary information, so the voting body has ample time to review it prior to voting.

The next step would be for subcommittee members to attend the meeting at which their proposal is presented so they are available to answer questions. The Executive Committee will then vote to move forward with the chosen option, may request more information or will vote against the recommendation(s).

Once the recommendation is approved by the Executive Committee, it will be codified as either a Bylaws change or a new policy to be placed on the next State Board of Directors meeting agenda for discussion and voting. Subcommittee members should be available at the State Board of Directors meeting to assist in the discussion and to answer questions.

The State Board of Directors may:

1. Vote to move forward
2. May request more information
3. Vote against the recommendation(s).
4. Make necessary revisions prior to the Bylaws change or new policy being formally adopted