

ABC Committee Chair form

The Policy Book Committee is developing an **Appendix II** section for committee responsibilities. (If you chair your committee for more than one year, unless you wish to make changes, you will not be asked each year to fill out this form)

ABC COMMITTEE TITLE _____

ABC COMMITTEE CHAIRPERSON: _____

HAVING READ OVER YOUR CHAIR/COMMITTEE RESPONSIBILITIES, ARE THEY CORRECT?

YES ___ NO ___ DATE ___

WOULD YOU LIST BELOW YOUR ADDITIONAL COMMITTEE RESPONSIBILITIES IF NOT IN THE CURRENT ABC POLICY BOOK AND/OR SUBMIT REVISIONS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

A REPORT MUST BE SUBMITTED TO THE AGENDA CHAIR BY **SEPTEMBER 1ST** OF EACH YEAR FOR THE FUTURE BOD MEETING IN NOVEMBER. **THE PROPER FORMAT TO SEND TO THE AGENDA BOOK CHAIR IS: #1 - Word document or Excel report only, #2 - 1 picture if needed, #3 – No Page numbers, #4 – End your report with action item(s) to be considered by BOD to act on if necessary**

The Policy Book Chair can be contacted if you have any questions: 616-460-4453 or rgulembo@outlook.com

Thank you in advance for your volunteering to Chair Your Committee

Signature _____ Date _____