NSITSP hierarchy of committee contacts

Committees operate independently of the Board of Directors and are not committees of the Board but rather are committees that represent the membership. This important distinction is central to the operations of the committees.

The points of contact for each committee are the Executive Director, Communications Liaison, Committee Chair and Committee Secretary (if any).

**Board of Directors and Formation Committee** – the Board of Directors and Formation Committee jointly create the committees and assists in populating the committee with its initial membership. The Board will also provide the initial direction where the committee will begin its work. The Board of Directors approves documents for publication and resource requests of the committee.

**Executive Director** – the Executive Director helps ensure that committees are not overlapping in effort and provides a conduit to the Board when necessary. The Executive Director is also empowered by the Board to act independently while implementing tasks. The Executive Director carries the requests of the committee to the Board.

**Communication Liaison** – the communications liaison is available to all committees to help facilitate productive conversation and overcome conflict.

**Committee Chair** – provides an agenda for each meeting and keeps the committee on task and moving toward its goals. The committee chair is also responsible for reporting to the membership at the member meetings, keeping the Executive Director informed of the committee progress and any needs they may have.

**Committee Secretary** – submits the draft and final minutes of each meeting to the website where organization members can view them. The Committee Secretary, may also at the discretion of the Committee Chair, be the person that sends requests to the Board for publication approval.