

## Committee Management

**Summary:** [Provide a summary of your committee management needs, noting the types of committees, how many you have, if there are any special rules around committees, whether you track nominations, etc. ]

### Example

**Summary:** IWA has 35 standing committees and task-forces, including its board of directors. The BOD serves three year terms, renewable each year, and includes several positions (chair, vice chair, treasurer). In addition, several of the committees, including the BOD, have sub-committees that are usually made up of members of the primary committee (but not always).

- 2.1 Track individual participation in committees, including join date;
  - 2.1.1 drop date;
  - 2.1.2 current position and position history;
  - 2.1.3 and committee meeting attendance (including in-person meetings and conference calls).
  - 2.1.4 and staff assigned to the committee.
- 2.2 Track committee details including name of committee;
  - 2.2.1 term of committee;
  - 2.2.2 type of committee (e.g., board, ad hoc, etc.);
- 2.3 Track nominations to committees including who nominated whom;
  - 2.3.1 and for what position.
- 2.4 Attach minutes and reports from committees to committee records.
- 2.5 Track committee assignments and tasks.
- 2.6 Restrict ability to serve on a given committee based on association membership or chapter membership.
- 2.7 How many of your clients are using this functionality (committee module) in this version of your software?