

## IHM REPSECT LIFE COMMITTEE

### PROCEDURE STATEMENT

In order for the work of the committee to be fulfilled in an orderly fashion, all projects/ events will be provided to the Facilitator as agenda items at least 2 weeks prior to a scheduled committee meeting and must allow sufficient time for the project/event to be successfully implemented. Any member, active or inactive, may make such a submission and must plan to attend the next meeting.

All event, project, or activity functions that are to be considered, whether or not they have been done in the past, must be submitted as an agenda item a minimum of two months prior to the event, project, or activity.

Each agenda item will be discussed from time, feasibility, & budget standpoints, unless time does not allow at that meeting & it can be done at the next one.

When a project/event has been agreed upon at a committee meeting, a point person will be named by the consensus of committee members in attendance.

That person will coordinate all necessary actions to complete the project/event and will request assistance, as needed, from our list of active and inactive-but-willing-to-assist members.

The point person will formulate a timeline for all necessary preparation work, so there will be no need for last minute action, & the point person will stay in touch with all who are assisting in order to maintain the timeline.

Following a project/event, the point person will submit a recap of the project/event, including the timeline and responsibilities that were involved, and a summation of the outcome.

November 15, 2010