

OFDDA POLICIES

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EXECUTIVE BOARD X

EXECUTIVE BOARD MEMBERS AND COMMITTEE CHAIR REPORTS

1.0 **PURPOSE**

For each Board Member and Committee Chair to report on their activities between each conference.

2.0 **SCOPE**

This Policy applies to all Board Members and Committee Chairs.

3.0 **GENERAL PROVISIONS**

Each member of the Board and Committee Chair, both elected and appointed, shall provide a written report 30 days prior to the conference, the activities in which they have participated in their official capacity.

3.1 This report should include an outline of the committees on which they serve, other organizations, agencies, and associations to which they are assigned liaison responsibilities, and any accomplishments attained since their last reporting.

3.2 These reports shall be included in the conference packet for membership review.

3.3 The President shall provide time during business session for questions on reports.