

CAFA By-Law Proposal 4

Formation of Committees

VIII Committee Appointments & Charter Guidelines for Committees

The formation of committees by the CAFA Board should begin with a Committee Charter to guide its formation and operation. The Charter should contain the following points but may be altered to meet specific needs. The Charter once written shall be approved or modified by the Board.

1. Purpose
2. Description and Need
3. Objectives
4. Assumptions / Constraints
5. Milestone Schedule
6. Budget
7. Committee Member Assignments
8. Approval Requirements

Committee appointments shall be made by the CAFA Chairperson. Members of the committee need not reside in the CAFA area. Hiring of outside advisors must be approved by the Board except for legal or accounting service which must be approved by the Board Chairperson.