

Pittsburgh Curling Club Committee Reporting Procedures



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Introduction:

The purpose of this document is to outline the decision making capacity of committees and their reporting structure to the board of directors for approval. This document also outlines the spending ability of committees and their ability to mass communicate with club membership.

Committee Structure and Purpose

1. Any standing committee shall be chaired by a member of the board of directors.
 - a. Temporary ad-hoc committees without spending power or final decision authority may be chaired by a club member in good standing at the discretion of the board of directors.
2. The standing committees shall be:
 - a. Finance
 - b. Facilities
 - c. Membership
 - d. Events
 - e. Communication
3. Each committee may have sub-committees located within the committee to handle various tasks that fall under the purview of the committee.
 - a. Sub-committees may be formed for any task at the discretion of the committee chairperson.
4. General members of a committee or subcommittee must be active club members in good standing.
5. The overall purpose of club committees is to provide recommendations and guidance to the board of directors. A committee may, in instances outlined in this document, have decision making power or spending capability.

Committee Reporting Procedure

Standing Committees

1. Each committee shall present an annual strategic plan to the board of directors including an annual budget.
 - a. The committee may not make any operational decisions or changes to any aspect of the curling club without an approved strategic plan.
 - b. The committee may not take any action that spends any curling club dollars that were not allocated into the strategic plan's budget.
 - c. A committee without an approved strategic plan and/or budget defaults its operational control to the board of directors.
 - i. The board of directors may, at any time, approve a committee's strategic plan and budget outside of annual budget season so long as any funds approved for committee use are deemed to be reasonably available within the curling club annual budget.
2. Each committee may, without consulting the board, implement parts of their annual strategic plan that do not directly affect membership and are within the approved annual budget.
 - a. i.e, the facilities committee may choose to purchase a budgeted piece of ice maintenance equipment or the communications committee may post on social media.
 - b. Things that affect membership may broadly be defined as anything which affects the quality of the curling surface or curling equipment, days or times of leagues, or the cost of membership or league fees.
3. No committee shall, without consulting the board, implement any measure which directly affects membership, or is not contained in their strategic plan, or is outside their budget.
 - a. i.e, the membership committee can not change the start time of a league unilaterally.

4. Any committee wishing to implement a measure that directly affects membership, or that was not contained in their strategic plan, or that was not budgeted for must receive approval from the board of directors.
 - a. The committee chairperson shall contact the club secretary to have the topic added to the agenda for the next board of directors meeting.
 - b. If the committee chairperson deems the topic to be an emergency or of a time sensitive nature, they may contact the board president with a request for the board to take the topic up via e-mail voting between regularly scheduled meetings.
 - c. The board of directors will have final say and authority over whether the committee implements any measure that directly affects membership, was not contained in the strategic plan, or was not budgeted.
5. Subcommittees may not implement any measure without approval of their committee chairperson.
 - a. i.e. a drawmaster subcommittee may not unilaterally change the club's sparing policy.
6. The chairperson has final authority over any decision made by committee members or sub-committees.
7. Decisions made by a committee, or its subcommittees must be reported to the board of directors by the committee chairperson at the next scheduled meeting of the board of directors.
8. Committees may, at any time, make recommendations to the board of directors for administrative or operational matters.
 - a. The committee chairperson shall submit a request to the club secretary for the item to be added to the agenda for the next scheduled board meeting.
 - b. If the committee chairperson deems an item to be an emergency or of a time-sensitive nature, they may contact the board president and

request the board address the item via e-mail between board meetings.

9. Committees may directly communicate with club members on topics contained within their strategic plan at the discretion of the committee chairperson.
 - a. Communications to club membership from any committee or subcommittee should come from the committee chairperson and be done so in a manner consistent with club communication policies and procedures.

Ad-Hoc Committees

1. Temporary ad-hoc committees may be formed at the discretion of the board of directors for special topics not under the purview of an existing committee.
2. Temporary committees may be chaired by any curling club member in good standing.
3. Temporary committees may not spend any curling club dollars without approval from the board of directors.
4. Temporary committees may not implement any measure without approval from the board of directors.
5. Temporary committees may not send communications to club membership without approval from the board of directors.
6. The temporary committee chairperson shall provide monthly updates to the board of directors.
7. The temporary committee chairperson shall provide updates as needed between board meetings to the club president.