

**Committee Members**

Chair: Esther Huecker

Charles Christiansen, Kristine Haertl, Mary Lou Henderson, S. Maggie Reitz, Melba Arnold

**Responsibilities of the Committee**

Set annual goals that are aligned with the vision and direction of the Society as outlined by the Board; amend the Bylaws as appropriate; confer with legal representation should legal issues arise; provide Parliamentary assistance at the Annual Business Meeting, and in coordination with the Board of Directors, plan, organize and conduct elections of officers and revisions of the Bylaws.

**Committee Communication**

Numerous emails, generally on a monthly basis

Face to face meeting at AOTA conference

One phone conference to discuss nomination slate (2 hrs)

**2003-2004 Committee Actions**

Bylaw Amendments:

- Conducted electronic voting for bylaw amendments presented at 2003 Annual Business Meeting (November 2003)
- Amended bylaws and distributed to Board and Communications Chair for posting to the web site (January 2004)
- Sent a call for Bylaw amendments to Communications Chair for posting to web and distribution to membership (September 2004)
- Investigated purchase of online membership for electronic voting (April 2004)

Insurance Coverage:

- Investigated types of insurance appropriate for Society and gathered bids (December 2003/January 2004)
- Proposed insurance coverage to the Board and obtained coverage for General Liability, Directors & Officers, and Non-owned Auto Liability (February 2004)
- Verified insurance coverage with Lucky Limousine for shuttles to/from conference site (May and September 2004)

Zemke Lectureship Contract:

- Developed a Zemke Lectureship Contract for permission to record and distribute lecture (March 2004)

#### Nominations for Board of Directors

- Sent call for nominations to Communications committee for distribution to membership (September 2004)
- Developed a nominations slate (September/October 2004)

#### Annual Business Meeting Responsibilities

- Generated Rules of the Day (August 2004)
- Recommended a qualified member for Parliamentarian (September 2004)
- Developed ballot, organized, and conducted elections (October 2004)
- Provided sign up sheets for committee volunteers (October 2004)

#### Standard Operating Procedures (SOPs)

- Established committee procedures consistent with Mission and Bylaws (May – August 2004)

Submitted by Esther Huecker