

# **OFA – an Association of Floriculture Professionals**

## **Committee Directives**

*(Adopted by OFA Board of Directors – 10/05)*

### **Goals:**

- To direct that committee activities are consistent with the OFA Strategic Plan.
- To increase membership participation.
- To keep ideas fresh and working at a level high.
- To permit good committee members to move to other OFA responsibilities.
- To notify committees of operational guidelines.

### **Overviews:**

- The president has the primary responsibility to select committee chairs, and/or vice-chairs, and to fill vacated committee positions. Chairs must have prior experience on that committee. Chairs may recommend the appointment of a vice-chair from their current committee membership.
- The chair has the primary responsibility to recommend individuals for committee appointment to the president, subject to board approval. All individual committee members shall be OFA members in good standing.
- OFA will provide on-going chair training on responsibilities, managing committees and keeping the committee focused on its set purpose. Committee chair and vice-chair performance shall be subject to evaluation.
- All committees are encouraged to meet in-person at least twice a year. Committees may conduct business by teleconference. To respect the time committed by those attending in-person meetings, teleconference participation is not allowed.
- Staff and Board Liaisons will be assigned to each committee.
- With the exception of Executive, Finance and Nominations, committee meetings are open to all OFA members. The chair may invite and approve guests to participate in meetings. The Finance Committee is open to committee members, the OFA Board and appropriate staff. The Executive and Nominations committees are only open to committee members and appropriate staff.
- OFA will attempt to keep committee-scheduling conflicts to a minimum.
- A quorum consists of a majority of the appointed members, including chairs and vice-chairs.

**Terms:**

- The length of each term is three calendar years.
- Terms shall be staggered over three years so one-third is renewed each year.
- Two consecutive terms may be served.
- Upon completion of a second term, an individual must leave the committee for a minimum of one year.
- Chairs and vice-chairs are included in the total number of committee members. The President, Vice-president, Immediate Past President, Executive Director, and Liaisons are not.
- Chairs and vice-chairs are subject to established committee term limits.