

Committees Policy



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Purpose:

The purpose of this policy is to define responsibilities of committees appointed by the Board of Directors of the MST.

Definitions:

Board	The Board of Directors of the MST.
Director	A member of the Board of Directors of the MST.

References:

- Membership policy
- Officers and Board of Directors policy
- Newsletter policy

Policy:

1. Appointment of Committees

- 1.1 The Board may form committees to carry out specific activities or functions within the MST by appointing a chair for each committee to be formed.
- 1.2 The chairs shall be members of the MST, and they may, with the approval of the Board, invite other members of the MST to serve on their committees.
- 1.3 The planned activities and financial expenditures of the committees are subject to approval by the Board.
- 1.4 The Board may form committees for such functions as:
 - a. Forays
 - b. Membership
 - c. Public Relations
 - d. Social Activities
 - e. Library
 - f. Archives
 - g. Exhibits
 - h. Nominations
- 1.5 The committee chairs may be invited to attend Board meetings as non-voting participants.

2. Description of Committees

2.1 Foray Committee

- 2.1.1 The foray committee shall organize the MST's spring and fall foray programs and the foray walks on the MST's major weekend forays, such as the Cain Foray.
- 2.1.2 The committee's activity, as delegated by the Board, shall include:
 - Choosing dates, times and locations for the forays

- Securing leaders for the forays
- Preparing directions for finding the foray locations or assembly points
- Instructing the foray leaders in their duties and functions
- Supplying foray information to the Editor for dissemination to the membership
- Collecting foray reports and preparing a write-up on the forays for the newsletter

2.2 Membership Committee

2.2.1 The membership committee shall assist the Membership Director with:

- Follow up of overdue members as required, according to the membership policy
- Assisting with distribution of onboarding packages to new members
- Assisting with answering inquiries from members

2.3 Nominating Committee

2.3.1 The Nominating Committee shall:

- Identify and contact suitable candidates for all Directors' positions, prior to the Annual General Meeting of the MST
- Ensure that all contacted candidates are informed of the respective Directors' duties, as described in the policy on Officers and Board of Directors
- Obtain the agreement of the identified candidates to stand for the election of the various Directors' positions
- Arrange for the nomination of the identified willing candidates for the various Directors' positions at the Annual General Meeting of the MST

2.4 Social Activities Committee

2.4.1 The social activities committee shall organize and conduct the MST's social activities and events, as approved by the Board.

2.4.2 This activity shall include:

- Securing a location and facilities for the event or activity
- Arranging the serving of food and refreshments, where appropriate
- Arranging for entertainment programs where appropriate
- Setting a budget for the event
- Presenting the plans and budget for the event to the Board for approval
- Upon approval by the Board, supply information about the event to the Editor for dissemination to the membership

2.5 Library Committee

2.5.1 The library committee shall maintain the MST's media collection and make it available for members to borrow for periods as determined by the Board.

2.5.2 This activity includes:

- Keeping an up-to-date catalogue of all books, periodicals, slides, printed materials and other media owned by the MST
- Maintaining a circulation register of all items in which the item is signed-out when borrowed, and signed-in when returned
- Keeping all books, periodicals, printed materials, slides, other media and projection equipment owned by the MST in a reasonably secure location
- Making the books, periodicals and other media available for the members to use and borrow during meetings of the MST, or any other MST event as requested by the Board
- Ordering new books and periodicals as approved by the Board
- Provide information on new acquisitions to the Board

- Notifying members to return books, periodicals and other media when those become overdue

2.6 Newsletter Committee

2.6.1 The newsletter committee assists the Editor with the preparation and distribution of the MST's newsletter, according to the newsletter policy.

2.6.2 The committee shall assist the Editor with activities that include:

- Identification of topics and materials to be considered and sought for inclusion in the newsletter
- Contacting contributors and expediting the submission of material to the newsletter
- Proofreading the production-ready material
- Designing the layout of the newsletter
- Assembling the selected material according to the designed layout
- Expediting the printing of the newsletter
- Mailing out the newsletter

2.7 Education Committee

2.7.1 The Education Committee shall organize and conduct activities to educate members about mycology and to promote public awareness of fungi and their role in nature, as approved by the Board.

2.7.2 These activities may include:

- Offering workshops and courses for members
- Developing educational materials
- Providing speakers or resource persons for outside groups