



SWKKF Committee Members Appointment and Removal Qualifications and Responsibilities Policy #21

*Creation/Approved November 2015
Revised December 12, 2020*

1. Purpose

To create and maintain active, stable and dedicated volunteers on committees within the SWKKF in order to fulfill the mandate of the SWKKF through project development and maintenance.

2. Preamble

- a. Each committee will have an ex-officio chaired member of the Senate (SWKKF Constitution, Section J, Article 1.3)
- b. All Committees shall be accountable to the senate and any such recommendations or decision subject to ratification by the senate. (SWKKF Constitution, Section J, Article 1.3)

3. Qualification & Requirements of a committee member

- a. Must be a registered and active member Black Belt with the SWKKF
- b. Must sign and submit Intellectual Property Agreement
- c. Commitment to the work of the committee
- d. Knowledge of the Mandate of the SWKKF
- e. Attendance at meetings
- f. Participation in discussions
- g. Support of decisions made by the committee
- h. Confidentiality
- i. Develop and maintain positive relations among committee members
- j. Avoid Conflicts of Interest

4. Appointment Process

Appointment to a SWKKF committee is done through a variety of ways:

- a. Members contact the chair of the committee and ask to volunteer
- b. Members fill out the "Participate" form on the website from there they are put into a DB with their skill set and info is forwarded by web administrator
- c. Committee Chair seek out members to volunteer

- d. Committee Chair seeks information from the web administrator to solicit volunteers
- e. Contact is made to stakeholders who have background history and knowledge of committee projects requesting participation
- f. Chairperson maybe selected through a variety of methods: Senate advisor to the committee may ask a committee member to hold the position, committee may elect or select a chairperson, or the senate may appoint a chairperson. All changes to the chairperson must approved by the senate.

5. Removal Process

Removal of a SWKKF committee member is done for the following reasons:

- a. Committee member is no longer registered with the SWKKF
- b. Committee member chooses to resign as a committee member – written letter or email documentation
- c. Committee member has their membership terminated (SWKKF ByLaws Article 3.4)
- d. Committee member is inactive and/or non participatory in committee work for a period of four (4) consecutive months. Documentation must be provided to the President or Secretary of the SWKKF by the committee chair on items such as:
 - Communications to committee member with no response (either by email or phone)
 - Communications to committee member requesting task(s) or item(s) be completed
 - Information regarding the reason not to be active and/or participatory.

NOTE: Consideration should be given for health and family reasons if member wants to be active again.

- e. Committee chair is inactive and/or non participatory in committee work for a period of four (4) consecutive months. Committee members have permission to discuss the Committee chair with the president/secretary general of the SWKKF. Documentation must be provided to the president of the SWKKF by the committee chair on items such as:
 - Communications to committee chair with no response (either by email or phone)
 - Communications to committee chair requesting task(s) or item(s) be completed
 - Information regarding the reason not to be active and/or participatory.

NOTE: Consideration should be given for health and family reasons if member wants to be active again.

6. Reporting

All appointments and removals must be documented and included on the Committee's report, with supporting documentation, to the Senate semi annually

7. Chairperson's Responsibilities

- a. Reviews and understands the mandate of the committee's policy
- b. Recruits an appropriate number of committee members to fulfill the mandate
- c. Orients members to the committee's mandate and position in the organization
- d. Calls committee meetings and develops agendas with the input of the members
- e. Chairs committee meetings
- f. Encourages members to participate
- g. Keeps discussion on topic by summarizing issues
- h. Guides the committee through its meetings to fulfill the committee's purpose
- i. Recognizes each member's contribution to the committee's work
- j. Delegates appropriate tasks to individual committee members
- k. Communicates, through document sharing, budgets, work completed, reports to all members of the committee
- l. Ensures there is majority in favor of recommendations before recommendations are sent to the Senate
- m. Create and submit budget and reports
- n. Reports the committee's progress to the Senate semi-annually
- o. Ensures SWKKF membership is made aware of all decisions ratified through the senate through the various approved communication channels
- p. Mentors new committee members and possible new chairperson

8. Committee members' Responsibilities

- a. Reviews and understands the mandate of the committee's policy
- b. Orients members to the committee's mandate and position in the organization
- c. Attends committee meetings and provides input for the agendas
- d. Participates in committee meetings
- e. Keeps discussion on topic by summarizing issues
- f. Recognizes each member's contribution to the committee's work
- g. Contributes, agrees and/or disagrees respectfully about the topic/issue
- h. Fulfills tasks assigned in a timely and professional manner
- i. Ensures there is majority in favor of recommendations before recommendations are sent to the Senate
- j. Reviews reports
- k. Ensures SWKKF membership is made aware of all decisions ratified through the senate through the various approved communication channels
- l. Mentors new committee members