



# GUIDELINES FOR COMMITTEE CHAIRMAN & COMMITTEES

Version	Version Date	Description of change	Author Name/MAAC Role
001	November - 2016	Initial Version	MAAC/?
002	November - 2017	Updated to current practices. National Team Qualifications removed to a separate document.	R. Worsfold / Chair of Chairs

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## **1. SUGGESTED YEARLY TIME TABLE OF ACTIVITIES**

**March to March** – Bi-monthly reporting in Model Aviation Canada in accordance with published deadlines.

**April to May** - Contact the committee members. Introduce yourself and find out what concerns the committee members may have that need to be dealt with. Circulate membership list to the committee members. Update rulebook and contest kits as required.

**May to June** - Start to deal with specific problems in order to come to conclusions.

**June to September - Go flying!** Remind the committee members that they should be thinking about program improvement by consulting with other members from their local area. Each committee member should, within time restraints, consult other MAAC members for their opinions. The entire committee should be striving to achieve the consensus of the majority of the members at large. Submit to the office any budget needs to be discussed by the executive committee at their meeting in October/November.

**September/October** – Attend your zone meeting.

**November to December** - Poll the committee for specific results to proposals and rule changes received from the Annual Zone Meetings.

**By December 31st** - National records should be sent to the office for insertion in the magazine. The Museum Committee Chairman should provide a report to the magazine on progress made, donations, etc.

**By January 15th** - The Chairman should be submitting reports to the Board of Directors. Including results of voting on recommendation/resolutions from the AZM's specific to the committee.

## **2. RESPONSIBILITIES**

A Committee Chairman is responsible to guide the activities of that specific interest category committee for a period of one year from MAAC - AGM to AGM.

It is the Chairman's duty to contact the members of that committee, lead and guide the committee to a democratic consensus and to promote that interest category to the MAAC membership and the public.

The chairman shall not have a vote except for the breaking of a tied vote by the committee on matters put before it. On issues before the committee - Committees may use electronic means (the vote must be unanimous for a consensus decision) or the committee can utilize conference calling for meeting and voting on issues with a simple majority.

It is up to the Committee Chairman to report to the Board of Directors with his/her proposals and recommendations (as a consensus/majority vote of the committee) with sufficient time to be received for the AGM.

Committees may submit their approved suggestions such as rule changes etc. to the Chair of Committees then they will be forwarded to the Board of Directors for their final approval.

The committee shall recommend an effective date for each rule change submitted to the Board.

Safety rules may become effective immediately upon approval of the Board.

If feedback from a committee member cannot be established or there is no response to the chairman, that member may be struck from the committee after an attempt is made through the Zone Director of the member's zone to establish communications.

Committee chairmen may include **non-voting** "advisers" to their committee communications list. Advisors are valuable to the committee by providing input. Most discussions/decisions are decided by consensus of the committee. Little voting is done.

Committee chairmen may also submit at any time additional names for the committee to the board for approval (limit two per zone).

### **3. The MAAC Guide to e-mail Etiquette**

E-mail should be used for respectful communication and sharing of information within the MAAC committee. It's o.k. to seek input on matters outside the committee.

1. E-mails should be directed to the person or persons directly involved.
  - If you receive an inquiry or question – reply your input is valued.
2. E-mails should not be broadcast indiscriminately.
3. E-mails should never contain threatening, defamatory or libelous material. Lawsuits can result.
4. E-mails should not be used to wage personal vendettas.
5. If you receive an E-mail of an unsuitable nature, answer stating that the contents are not within the guidelines. Do not retaliate. Copy the MAAC office only.

### **4. EXPENSES**

As Committee Chairman, there are some expenditure's that you can bill to M.A.A.C. Each committee will have a budget of \$200.00 per year.

Travel (with the possible exception of Canadian Nationals) and specialty newsletters or websites are not considered acceptable expenses by Committee Chairmen.

If the committee has plans for the upcoming year that will exceed a normal committee expense of \$200 per year, the plan and budget should be given to the executive prior to the November budget meeting for approval and inclusion in the next year's budget.

Although the majority of your correspondence within your committee is generally done by e-mail, MAAC will reimburse you for postage and telephone calls. The office can arrange a conference call line for special communications.

*Expenses cont.*

You must keep receipts and send them to Headquarters for reimbursement. Headquarters also has supplies available for your use upon request; MAAC envelopes and letterhead—the cost of which will be applied to your committee expenses.

To get reimbursement for telephone expenses, send a photocopy of those pages of your bill that have committee related calls. Show those calls by circling or underlining them.

Expense claim forms are available from the office.

**5. CONTENTS OF ANNUAL REPORTS** (Due January 15th)

1) Summary of the year just past;

What has been happening in this category, what the committee has accomplished, etc.?

2) Voting on Recommendations from the Annual Zone Meetings;

All recommendations should be approved or defeated on the basis of a majority vote from the committee members. The Chairman will vote only to break a tie. (Due February, 15th)

3) Recommendations from the Committee;

This would include separate ideas or plans from those given at Annual Zone Meetings. The items in this section may affect the budget and should be taken into consideration separately.

4) Future Goals;

Goals of the Chairman/Committee in the coming year(s), budgetary needs (remember the budget for the current year is prepared at the budget meeting in November of the year previous) and plans for upcoming events nationally and internationally.

If the committee reports are submitted in the above manner, the Board of Directors can then consider and vote on each section separately. The Chair of Committees will then report back to the committee chairman within 30 days of the Annual General Meeting.

***Summary***

We trust that these guidelines will be of use to you and the committee in working with the committee. This document explains;

- Suggested yearly timetable of activities.
- Chairman Responsibilities
- Guide to e-mail Etiquette
- Expenses
- Contents of Annual Reports

Please refer to the MAAC [Constitution](#), [By-Laws](#) and [Policy Manual](#) for other requirements relating to the operation of standing committees.

Link to: [MAAC Corporate Documents](#)

If you have any suggestions for improvements/changes please contact the Chair of Committees.