Industry Advisory Council
Standing Committees Guidelines/Best Practices

1. All committee officers must be familiar with the OFFICERS duties of its corresponding committee as described in the CLTT IAC Bylaws (Article IX) located at the CLTT Web page: http://www.usm.edu/cltt

2. Each committee will determine the criteria of who needs to be on the committee. However, to the extent practical, all committee officers are encouraged to actively recruit new members to maintain representation from all LTT industries.

3. Each committee will consist of a chair, a CLTT liaison, and adequate number of members who are representative to LTT related industries.

4. Each committee will determine how often they will meet in-person or via teleconference and what is the approximate time and effort commitment for each volunteer.

5. Each committee will determine the tangible/measure activities that the committee will complete considering the resource and time constraints. The committee activities should support the strategic goals of the CLTT.

6. Each activity to be completed by the committee must have one more responsible person to complete the activity and a deadline to complete the activity.

7. The chair of each committee is responsible for ensuring that the committee is making progress to complete the activities by communicating with the responsible person(s) at an appropriate frequency.

8. Each committee will determine how often reports are necessary. A committee report will be submitted, at a minimum, once a year to the IAC one month prior to the Annual (Fall) meeting.

9. Each committee will have a CLTT liaison which should work closely with the chair of the committee. The liaison and the chair of the committee will determine how often they will communicate and the method of communication. But at a minimum, the committee chair and the liaison should communicate twice between the IAC meetings.
10. The chair of the committee and the CLTT liaison are responsible for organizing/coordinating their committee meetings/teleconference (Date, time location, access, etc.) and preparing an agenda which must be delivered to all committee officers at least a week prior to the meeting/teleconference or earlier to the extent possible.

11. The chair of the committee (or a member appointed by the chair) is responsible for writing short meeting minutes explicitly indicating the action items (as outlined in item 5 of this document). The chair must send the meeting minutes to the CLTT liaison. The CLTT liaison is responsible for posting the meeting minutes on the CLTT IAC webpage (within two weeks of the meeting) to make all IAC members aware of the committee activities (particularly the committee members that could not attend the meeting).