

Section 100: Board Operations

**Board Committee (Job Description)**

**Code #185.00 Rule**

The duties of committee members shall be:

1. To attend all meetings of committees to which assigned.
2. To notify committee chairperson of a known absence in advance of the meeting.
3. To make arrangements to obtain and review materials of any committee meeting missed.

All committee minutes, research documents and pertinent information are kept on file at the District's Central Office. All current committee minutes, research documents and pertinent information in the possession of committee members shall be turned over to a successor within thirty days of a new committee appointment.

Previous Approval:	June 28, 2005
Attorney Review:	November 2015
Approved:	December 22, 2015