

## **General Guidelines for Action Committees**

Each District Representative, Coordinator and Area Officer serves on their selected/assigned committee throughout their area service term.

The Delegate and Area Chairperson are not assigned to specific committees. They serve as ex officio members of all committees.

Group Representatives serve as members of the Action Committee.

Each committee elects a chairperson to serve for the three year term (a DR or coordinator ideally). A secretary is also elected/appointed.

During the assembly day, the Action Committees meet for 1-2 hours.

Action Committees brainstorm ideas for projects, create a plan for implementation (tasks, time frames, costs, assignments, etc) and set a goal for the next meeting.

Action Committees may create subcommittees within mem-selves to accomplish their goals.

Action Committees give a brief summary of their activities to the assembly. They may also submit articles for the Butterfly newsletter.

Ideas, actions and information shared at assembly are carried by each committee member back to their group.