

MNC-PAUMCS Job Description

EXECUTIVE COMMITTEE

The Executive Committee shall:

- have a working knowledge of the Bylaws, the Standing rules, and Guidelines;
- have at least three (3) meetings annually;
- maintain appropriate records and each Executive Committee member shall transfer said records to his/her successor at the Annual Meeting;
- receive reports and recommendations from committees for review and/or approval;
- attend all Executive committee meetings and fulfill their responsibilities.

Members who are unable to attend a meeting shall notify the President and submit a written report for the agenda from their area of responsibility.