

Appendix 6-B

National Office Advisory Committees

I. Executive Subcommittees

Executive Subcommittees have been established to assist the National Office Staff with its administrative responsibilities and to assist the Executive Committee with its responsibility to oversee the work of the National Office.

A. Membership

The core membership of each subcommittee consists of at least one member of the National Office staff and one member of the Executive Committee.

B. Procedures

All recommendations of the committees are submitted to the Executive Director. When the Executive Director agrees with the recommendation of an executive subcommittee, the approval and authorization of the Executive Committee may be presumed. When the Executive Director disagrees with the recommendation of an Executive Subcommittee, the Executive Committee member of the subcommittee may refer the matter to the Chair of the Board of Directors for consideration by the Executive Committee, but the decision of the Executive Director will be followed until subsequently challenged by the Executive Committee. All decisions of the Executive Subcommittees will be reported to the Executive Committee before or during their next meeting.

II. Publications Subcommittee:

A. Membership

The Publications Subcommittee is chaired by the Executive Director. Members are appointed to the Publications Subcommittee by the Chair of the Board of Directors in consultation with the Executive Director. At least one member of the Executive Committee must be a member of the Publications Subcommittee.

B. Responsibilities:

The responsibilities of the Publications Subcommittee are:

1. Long Range Planning

To develop a long-range publication schedule.

2. New Publications

To recommend new publications to the Executive Committee for approval by the Board of Directors.

3. Reprints

To assess the feasibility of reprinting publications.

National Office Advisory Committees

III. Finance Subcommittee:

- A. **Membership**
Members of the Finance Subcommittee are the Treasure and the Executive Director.
- B. **Responsibilities:**
The responsibilities of the Finance Subcommittee are:
 - 1. **Policies**
To develop and recommend financial policies and procedures.
 - 2. **Budgets**
To prepare for presentation at the January board meeting a proposed budget for the following fiscal year as well as a review, with any necessary recommendations, of the current fiscal year. *Recommendations for increasing expenditures in the current year's budget require board approval.*
 - 3. **Publication Schedule**
To establish budgets for new publications and reprints.

IV. Personnel Subcommittee:

- A. **Membership**
Members of the Personnel Subcommittee are the Personnel Chair who is appointed by Chair of the FDLC Board of Directors and the Executive Director.
- B. **Responsibilities:**
The responsibilities of the Personnel Subcommittee are:
 - 1. **Personnel Policies**
To review current personnel procedures and policies, to develop new policies or changes to existing policies and to recommend those changes to the FDLC Board of Directors which is ultimately responsible for establishing personnel policy.
 - 2. **National Office Job Descriptions**
To develop, review, and revise job descriptions for the National Office.
 - 3. **Performance Review**
To develop procedures for performance review and to oversee annual performance review of all FDLC employees. The Chair of the Personnel Subcommittee should make an annual visit to the National Office to interview all employees and to oversee the performance review.
 - 4. **Contract Negotiation**
To negotiate contract renewal of any members of the National Office Staff who are under contract with the FDLC.
 - 5. **Salaries/Merit Increases**
To recommend automatic and merit increases in salaries and or benefits in collaboration with the treasurer and the Executive Director,
 - 6. **Financial Requests**
To discuss extraordinary financial requests with the treasurer and make recommendations to the Executive Committee.