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ICFA General Rules and Guidelines for Committees

MEETINGS

All committees shall have at least one meeting annually. Committee meetings will be held in conjunction with ICFA's Annual Meeting and Expo, occurring the morning of or day prior to the meeting. Additional meetings, conference calls, and other communications within the committee may be scheduled by the committee chair.

MEMBERSHIP

Committee members can be appointed at the discretion of the committee chair. All committee members shall be members in good standing of the association.

TASKS AND PROJECTS

Tasks and projects undertaken by the committee may originate either in the board of directors or within the committee. Projects originating in the committee shall be presented to the board for approval prior to proceeding. Projects may also be initiated by management with the approval of the board and respective committees.

MANAGEMENT

In all instances, management and staff will be available to advise, direct, research, and implement the directives and initiatives of the committees.

STAFFING

Committee chairs shall be responsible for staffing his/her respective committees. Committee Chairs are encouraged to seek members from the general association membership. Several opportunities for involvement in the ICFA exist for interested individuals. If you have an interest in a particular committee, please send an email to the chair of that committee or contact them via telephone. You may also contact ICFA Headquarters at any time as well.