

RESOLUTION FOR A TASK FORCE ON PROFESSIONAL INTERESTS, PRACTICES AND STANDARDS COMMITTEES

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The CAA *2015-2020 Strategic Plan* states in

Goal IV: Governance

Evaluate CAA's governance policies and structure in light of CAA's changing needs and commitments and recommend appropriate changes that will best serve CAA members and constituent groups.

- I. The Need for the Task Force

The Professional Interests, Practices, and Standards (“PIPS”) Committees require a thorough analysis and evaluation in regard to their effectiveness in meeting the changing needs of members and the *2015-2020 Strategic Plan*. The current three-year, three committee review is limited in scope.
- II. The Charge of the Task Force
 - A. Review the history of each PIPS committee. Review each PIPS mission, past Annual Conference sessions, current goals and projects. Evaluate the perceived value of each committee through self-evaluation surveys from the committees and a survey of the membership. Evaluate the present structure of the PIPS committees. Prepare written recommendations on next steps for each committee.
- III. Membership of the Task Force
 - A. The task force will consist of ten(10) members: five (5) CAA members at-large and five (5) members of the Board and CAA staff. The Vice President for Committees will chair the task force.
- IV. Nature and Scope of Staff Involvement
 - A. The CAA Executive Director and staff liaison will work with the chair to schedule meetings, set agendas for the task force, carry out research needed and prepare for the task force written summaries of its discussions and draft recommendations.
 - B. The CAA President, the Executive Director and the task force chair will confer with current chairs of the PIPS committees to gather ideas on changes to the mission and structure of their committees;
 - C. The CAA President, the Executive Director and the task force chair will summarize the suggestions of the chairs of the PIPS committees and prepare a recommendation of changes for review by the task force;
- V. Criteria for Determining Whether the Task Force Has Met Its Goals
 - A. The PIPS committees have been reviewed and the task force has drafted recommendations for changes to be considered by the Board of Directors.
- VI. Anticipated Costs = \$0
- VII. Timeline for Task Force
 - A. Invitations have been extended to proposed members of the task force by October 30, 2014.

- B. Members of the task force have accepted by mid-November, 2014.
- C. The first task force meeting is held in early December 2014 and responsibilities for all the tasks are assigned with deadline dates for preliminary recommendations.
- D. The second task force meeting is held at the Annual Conference in mid-February 2015, at which time progress reports on each task are presented.
- E. Recommendations are distributed to the task force members and their comments are summarized and redistributed by April 2015.
- F. The third task force meeting is held in late April 2015 to determine whether there is a consensus on recommendations for changes.
- G. A summary document is prepared by the chair and staff and distributed for task force review in late May/early June.
- H. A final draft of recommendations is prepared by July and resolutions regarding the recommendations and revisions are prepared for the October 2015 Board meeting.
- I. If any recommendations adopted by the Board involve potential changes to the Association's by-laws, a publicity campaign to inform the membership of proposed changes to the by-laws and the importance of the membership voting to amend the by-laws, as proposed by the Board, will be organized.
- J. Any by-law amendments will be the subject of a vote at the Annual Business meeting in February 2016.

Approved by the Board of Directors on October 26, 2014.