

## KDP CONSTITUTION AND BYLAWS COMMITTEE POSITION DESCRIPTION

<b>Position:</b>	Constitution and Bylaws Committee Member
<b>Purpose:</b>	To ensure that the Society's governance documents accurately reflect the activities and current operating environment of the organization
<b>Reports to:</b>	Executive Council

### Commitment

<b>Length of Commitment:</b>	2 years
<b>Number of Meetings:</b>	4 meetings per year, held quarterly via conference call
<b>Work Required:</b>	Specific tasks as assigned

**Expectations:** To participate in all meetings and complete tasks as assigned. *If a committee member does not participate in three (3) consecutive meetings without chair notification, the committee member may be subject to dismissal from the committee.*

### Qualifications/Experiences:

- Active KDP member for a minimum of two years
- Familiarity with bylaws and constitution documents a plus but not required

### Responsibilities:

- Study written proposals for amending the Constitution and Bylaws
- Prepare a report of recommendations preceding the Convocation
- Present the report to the Convocation for action

**Contact the staff liaison ONLY if you have specific questions about the position.**

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