

KDP CONSTITUTION AND BYLAWS COMMITTEE POSITION DESCRIPTION

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

Commitment

Length of Commitment:	2 years
Number of Meetings:	4 meetings per year, held quarterly via conference call
Work Required:	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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