

Volunteer Position Description: Constitution & 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
- Length of Commitment:** 2 years (July 1, 2018 through June 30, 2020)
- Meetings:** Conference calls held approximately twice a year or as changes are proposed.
- Expectations:** To participate in conference calls and complete tasks as assigned.
Note: 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.

Desired Qualifications and Attributes:

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

Key Responsibilities:

- Study written proposals for amending the Constitution and Bylaws
- Assist in the preparation of a report of recommendations of proposed changes preceding consideration by the Executive Council.
- In collaboration with HQ staff, communicate voting information with membership after approval by the Executive Council.

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Faye Snodgrass, Executive Director

Email: faye@kdp.org