



COMMITTEE INFORMATION

New Committee Formation and Charter Procedure

PPIA's committees and working groups are where much of the Board's hands-on leadership happens. As a Board member, you may choose to deepen your engagement by:

- **Serving on a standing committee** (ongoing Board work and oversight)
- **Joining a working group** (time-bound, project-based work that supports a specific priority)
- **Taking on a leadership role** (e.g., committee chair, vice chair, or workstream lead), as appointed by the Board Chair

Committees are established to help the Board fulfill its governance responsibilities and may be delegated authority by the Board. Working groups are typically **short-term, outcomes-focused teams** that support a defined initiative and report back through a committee, the Executive Committee, or the full Board (as applicable).

Authority (Bylaws Article VII: Committees)

SECTION 1: COMMITTEE FORMATION

The Board of Directors may create committees as needed. The Board Chair appoints all committee chairs and members. Non-directors may be appointed to committees. Committee membership does not create board membership.

How a New Committee Is Created (High-Level Process)

If you believe a new committee is needed—or if staff identifies a gap in Board oversight or capacity—the following process applies:

1. **Need is identified** by a Board member or PPIA staff.
2. **A bylaw amendment** (and a **committee charter**, if applicable) is **drafted and presented to the Executive Committee**.
3. The **Executive Committee reviews** the proposed amendment/charter and determines whether to:
 - **Recommend adoption** to the full Board, or
 - **Not recommend adoption** (in which case the proposal may be revised for future consideration).
4. If recommended, the **full Board considers and votes** on the bylaw amendment and the committee charter (if applicable).

What to Expect in a Committee Charter

Each committee charter typically clarifies:

- **Purpose / Roles & Responsibilities** (what the committee owns and what it advises)
- **Composition** (number of members; Board members and/or non-directors; chair)
- **Duration** (especially if the committee is ad hoc)
- **Reporting requirements** (how and when updates come to the Executive Committee and/or full Board)

Leadership Opportunities for Board Members

Board members can contribute in different ways depending on interest, bandwidth, and expertise. Leadership opportunities may include:

- **Committee Chair / Vice Chair** (appointed by the Board Chair)
- **Working group lead** for a time-bound initiative
- **Project ownership** for a specific deliverable, with clear reporting back to the Board