

**Selection of Standing Committee Members and Chairpersons Timeline**

Article V., Section 1 of the MnSTAC Constitution provides for the annual selection and assignment of Board members to at least one Standing Committee, and the selection of a member of each committee to serve as its chairperson. A generic list of potential appointees based on parent entity and category representation has been developed to guide assignments (see “Suggested Board Member Pools for Standing Committee Assignments”). Respective Standing Committee members and Chairpersons are selected by the President, subject to confirmation by the Board of Directors.

	<b>Task</b>	<b>Assignee</b>	<b>Deadline</b>
1.	Solicit voluntary membership on at least one of four Standing Committees (transfer sign up sheets at meeting).	President	October Board Meeting
2.	Voluntary sign up (includes newly confirmed Board members whose terms begin January 1).	Board Members	October Board Meeting
3.	Select and assign Board Members to Standing Committees (generally based on their personal preference) and select respective chairpersons.	President	January
4.	Corroborate chairperson position acceptance.	President	February
5.	Distribute selections and assignments to Board members.	President	Include in March Board Meeting documentation.
6.	Confirm Standing Committee selections and assignments.	Board of Directors	March Board Meeting
7.	Confirm chairperson selections.	Board of Directors	March Board Meeting

The Committee assignment of a Board member whose term as a Director ends December 31 of the current year, also ends at that time, unless he/she is entitled to another term as a Board member or their term limit is extended.