

DUNDEE PARENT GROUP COMMITTEE GUIDELINES

1. All committees must have at least two executive board members on the committee.
2. Committees must have a chairperson and/or a co-chair person.
 - a. As a sub-committee of the Dundee Parent Group (DPG), the chairperson and/or co-chair will be assigned by the DPG Executive Board.
 - b. The chairperson/co-chairman is responsible for calling meetings, facilitating meetings, communicating with committee members, follow-up on delegated tasks and reporting progress at the DPG meetings. These tasks may be delegated if the committee approves role delegation. These roles and the individuals filling them will be identified clearly.
 - c. Committee chairs or co-chairman positions will be revisited and assigned at the beginning of each school year.
3. Committee members present at the meetings will agree upon tasks.
 - a. A quorum (one more than half the membership of the committee) must be present in order for decisions to be made.
 - b. Any decisions made will be carried out as agreed upon.
 - c. If there are any changes, another meeting needs to be called to allow all members to participate in the changed decision. This does not need to be an in person meeting.
 - d. A quorum must be present in order to approve changes.
 - e. All decisions will be shared with the entire committee.
4. Each committee will have an allocated budget for the year approved by the DPG Executive Board.
 - a. The committee can spend up to the budgeted amount with only committee approval, with the exception of Long Term Projects.
 - b. Committees will report their expenditures to the Dundee Treasurer by the end of each month for reporting at the next executive board meeting.
 - c. Committees must get prior approval of the DPG Executive Board to exceed their allocated budget.
5. Ownership of electronic documents, platforms, and systems is maintained by the DPG Executive Board.
 - a. At least one of the executive board members serving on the committee must have Administrative rights to all systems at all times.

Violation of any of these guidelines may lead up to and including removal of committee position.

Committees that exist

Dolphin Dash
Hospitality
Resource Room
Auction