EXE-18-10-0025: Document A

Committee Books as a Minimum Requirement

1. Title page and table of contents
2. Mission statement
3. Active roster with contacts and positions, ie board member, stakeholder, area from (include run date "as of"). Newest one on top, prior ones should be kept.
4. Committee Motion Tracker:
   ENC code/description of motion/authored by/seconded by/status (Active or superseded by motion ...)/ agency or group sent to (for long CC lists, list last agency or primary or see motion for additional routing info / agency or group response.)
5. Motion packets with supporting documents and correspondence. Ordered most recent to oldest.
6. Special projects committee is working on with member volunteered to head project. Include description of project. Have table of contents in front of this section. Order in most recent to oldest.
7. Contact list of other cooperating NCs, agency, alliances, and/or city contacts.
8. Items requested to be placed on ENC website. Include in items if it's a reoccurring event and primary contacts. Table of contents for section.
9. -x as needed per committee chair discretion.
   *digital backs ups can be kept.