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Policy # 6-95

Date: March 15, 1995
Revised: October 23, 2004

<p>Policy: Communication Process for CMSNE Executive Board Liaisons to the Chapter President</p>

BACKGROUND:

It is critical to the efficiency of CMSNE that lines of communication are open across the Chapter. The role of Executive Board Liaison (EBL) is incorporated into designated Board member job descriptions for the express purpose of ensuring communication takes place in a timely manner. It is important EBLs are aware of the type of information that needs to be communicated in order to facilitate decision making, maximize committee success, and obtain Executive Board support for committee action plans.

PROCEDURE:

Committee Meeting Minutes

1. When available, the CMSNE Executive Director attends committee meetings and/or conference calls.
2. The Executive Director is responsible to record meeting minutes. In the absence of the Executive Director, the Committee Chairperson will designate a recorder. The recorder submits meeting minutes to the Chairperson and EBL for review and approval.
3. Minutes of all committee meetings will be submitted to the President no later than two (2) weeks following a scheduled meeting.
4. The President will review all meeting minutes within a period of two (2) weeks. Questions and/or comments will be sent to the EBL for communication back to the committee.

General Member Mailings

1. EBLs will advise the President of all intended member mailings. This includes but is not limited to surveys, newsletters, educational program materials and informational flyers.

2. Reasonable advance notice must be given to ensure review of the materials in time for delivery to the printer.
3. The President reviews and approves and/or recommends edits to the content of all member mailing within a period of one (1) week.

Committee Updates

1. The EBL is responsible to complete a committee status report, in coordination with the committee chairperson, prior to all scheduled Board meetings.
2. The status report contains information relating to current activities of the committee as they relate to Chapter goals and the committee's responsibilities as described in the committee description document.
3. Status reports will be sent to the President five (5) days prior to the Board meeting regardless of whether the EBL plans to attend the business meeting.
4. In the event committee chairpersons are invited to attend Executive Board meetings, the chairperson will present the status report at the meeting.



Signed Off:
Teresa M. Treiger, Chapter President, 2004-2005
CMSNE

Date: 10/23/04