



NOTIS POLICY DOCUMENT No. 8

COMPOSITION AND DUTIES OF THE NOTIS EXECUTIVE COMMITTEE

The membership of the Executive Committee shall be: the President, Vice-President, Treasurer, and Secretary.

The duties of this committee are:

- a) to research policy issues and screen options in order to give the Board the best possible choices;
- b) to assist the President in determining an appropriate response on matters which require consultation, but are not of sufficient magnitude to require the input of the entire Board;
- c) to deal with some of the routine matters pertaining to the running of our organization.

The Executive Committee meets at the discretion of the President.

Summaries of Executive Committee meetings and any decisions made shall be provided at the following board meeting, unless the President deems it desirable to inform board members more quickly.

Adopted by the Board of Directors of the Northwest Translators and Interpreters Society

April 22, 2015

Signed:

President, NOTIS

04-23-15

Date

Vice President, NOTIS

04-23-15

Date

