**Missouri Emergency Nurses Association (MOENA) COMMITTEE POLICY**

* To define the committees at the MOENA level
* To define the expectations of the MOENA Committee chairs
* To define the succession of the MOENA Board of Directors, Committee Chairs and Co-Chairs

MOENA shall have committees appointed in sufficient numbers necessary to address the State Council objectives, professional practice, special interests, and State Council programs. The MOENA Board of Directors may appoint committees to research and address issues identified by the council officers as circumstances warrant.

1. **Committee Chair and Co-Chair Expectations**
   1. MOENA Committee Chairs must meet the Participating Member Policy requirements.
   2. MOENA Committee Chairs are expected to submit an electronic report to the secretary at least two weeks prior to the State Council meeting.
   3. MOENA Committee Chairs will prepare and present (or arrange to be presented by another committee member) a report on the progress of committee work at each State Council meeting.
   4. It is expected that all committee Chairs and Co-Chairs will be available to the general membership by phone or email and that one of the two will respond within five (5) business days.
   5. Failure to meet these Committee Chair expectations may result in removal from the Chair position by the President.
2. **Chair and Co-Chair Appointment**
   1. Committee Co-Chairs will succeed their committee chairs at the end of each annual term.
   2. Committee Co-Chairs will be appointed by the Committee Chair and approved by the President.
   3. If a Co-Chair declines to succeed to the Chair, then the President will appoint a new Chair.
3. **Ad-hoc committees will be appointed as needed by the President.**