

General Guidelines Applicable to APNS Committees

1. All Terms of Reference are subject to periodic review by the Executive.
2. Appointments to committees are to be made by the Executive, after consultation with the committee, when appropriate. Committee membership, Chairship, and the committee itself are subject to yearly review by the Executive.
3. Committee activities or correspondence not clearly outlined in the Terms of Reference of the Committee requires the prior approval of the APNS Executive. Where the Terms of Reference of a committee include development of policy statements, reports, and similar documents, such materials are to be presented to the Executive for approval prior to their release to either APNS members or to outside agencies, organizations, individuals, etc.
4. Each committee will have a member of the Executive assigned to help them to serve as a liaison to the Executive. The Executive liaison will be responsible for keeping in contact with the committee Chair to clarify mutual needs or concerns.
5. Committee Chairs will prepare a written report of the committee's activities over the past year for distribution to the APNS membership prior to the Annual General Meeting each year. The Executive from time to time throughout the year may request other reports.
6. Yearly budgets for committees must be approved in advance of claims being made. Guidelines for expenditures, as established by the treasurer, must be followed.
7. To ensure continuity of communication, committees should normally use the APNS address in their correspondence. Materials sent to committees at the APNS address will be promptly forwarded to the Committee Chair. This is particularly important when correspondence involves provision of information, reports, policy statements, etc. to outside agencies or individuals, or when correspondence is likely to be ongoing or may lead to the inclusion of APNS on mailing lists. Use of individual committee members addresses is permissible when the correspondence is limited, when especially timely responses are required, and when the correspondent is also informed of the regular APNS address.