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## **PROCESS IMPROVEMENT COMMITTEE**

### **Purpose**

The Process Improvement Committee shall assist the board of directors in identifying and implementing changes to board and membership activities to enhance the efficiency and effectiveness of the chapter. The Process Improvement Committee shall review board strategy and prioritize enhancement projects that will support board objectives and facilitate accomplishment of key results.

### **Membership**

The board will appoint the committee chair, co-chair, and members and each will serve a term of one year. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The committee shall have a minimum of three board members and a minimum of three HRSHRM members. The committee is closed to non-members of the committee and the public and will not exceed ten participants.

### **Authority**

The committee has no expressed or implied power or authority.

### **Responsibilities**

The committee will report its activities to the board at least on a quarterly basis.

Projects will be evaluated on a quarterly basis and address items including, but not limited to board meetings, committee meetings, membership engagement, and community involvement.

### **Meetings**

The committee will meet at least every six weeks and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the board secretary. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The committee will review its charter at least biannually and recommend any proposed changes to the board for review.