

Adopted by Program Commission

1. Call monthly (or as needed) meetings of committee to carry out tasks as outlined on CMCL Committee Task List, June 2005
2. Select a committee member at each meeting to record minutes.
3. Forward minutes (preferably an electronic copy via email) to all committee members and Administrative Assistant in church office. Office personnel will file minutes, distribute copies to council members, post hard copies in church basement and post electronic copies on CMCL website.
4. Represent or select another committee member to represent committee at bi-monthly meetings of Program Commission.
5. Forward electronic files of any other documents created by your committee to the church office for filing. This includes such items as notices distributed to the congregation, schedules, guidelines, etc.

NOTE: All documents must include the following:

Name of church

Name of committee

Date including year