

**FLORIDA ENGINEERING SOCIETY  
ADMINISTRATIVE POLICY (AP No. 17B)**

**DUTIES OF BOARD-COMMITTEE CONTACT MEMBER**

The duties of the Board-Committee Contact Member shall include the following:

1. Provide the necessary communication from the Board to the committee that will enable the committee to properly carry out its assignment.
2. Be prepared at each meeting of the Board to clarify, explain or amplify the reports, recommendations or proposals from the committee whenever the chairman is not present at the meeting of the Board.
3. Monitor the participation of the assigned committee members in order to assist the committee chairman in obtaining a replacement in those instances found necessary.

The assignment of a Board-Committee Contact Member shall be made: in the manner described in AP 18.

Approved by the FES Board of Directors  
May 21, 1970

Reaffirmed by the FES Board of Directors  
March 24, 1988

Amended by the FES Board of Directors  
August 5, 1993

Reaffirmed by the FES Board of Directors  
August 14, 1997

Amended by the FES Board of Directors  
November 7, 2008