

Operation of Working Committees of the Association of Registered Speech Pathologists

Composition of Working Committees

- Active members of the Association of Registered Speech Pathologists.
 - At least one member of the Board of Directors (BoD).
- * Note: The member of the Board of Directors on each committee cannot hold the position of chairman or secretary of the committee.

Keeping Minutes and Informing the Board of Directors

- Each Committee must keep minutes of each of its meetings and send them electronically to the Association for archiving, no later than 10 days from the Committee meeting.
- The minutes are signed by the Committee chair and secretary/minute taker, and are forwarded to the Board of Directors for information and approval, at least 4 working days before the next Board meeting.

How do Work Committees work?

- Each Committee votes for its chairperson and secretary.
- The duties of the president are:
 - To schedule and convene Committee meetings once a quarter or more frequently if deemed necessary.
 - To coordinate the work of the Committee so that it is carried out smoothly and without interruption (e.g. Follow-up with the preparation and sending of minutes, any pending matters, etc.)
 - To inform the Association's Board of Directors about the work of the Committee
- The duties of the secretary are:
 - To send to SYEL the schedule of committee meetings as soon as it is set by the President
 - To keep minutes of the Committee meetings
 - Send them to the Association within 10 days.
 - At the end of each session, the next committee session is scheduled. In the event that the session will be held online (via Zoom), the secretary updates the relevant file on the [Dropbox](#) so that the office manager can prepare the Zoom link and send it to the committee members in due course.

- Each Committee sets its goals for the calendar year (January-December) and is then required to implement its goals within the calendar year. Goal setting is done every January and is communicated to the Board of Directors for approval.
- The committee should prepare its budget for the calendar year and submit it to the Board of Directors by the end of January.
- At the annual plenary session of the Association, the Chairman of the Committee presents the Committee's activities and at the same time, the report is made.
- Each Committee consists of at least 5 members with a maximum of 7 members. A quorum exists when the chairman plus 50% of the Committee members are present. In the event that only 3 people remain in a Committee, it is dissolved because it cannot function. In the event that a member leaves a Committee, it is replaced by another interested member who must first be approved by the Board of Directors.
- Decisions are taken by vote. In the event of a tie, the chairman has a casting vote.
- Each Committee must inform the Board of Directors about its activities for good communication and coordination.
- Correspondence or positions of the Committee representing the entire Association must be co-signed by the President of the Association and the President of the Working Committee.
- The presence of a member of the Board of Directors is necessary at the meetings of each Working Committee, in order to ensure direct communication and information between the Committees and the Board of Directors of the Association. In the event that a member of the Board of Directors cannot attend a meeting of the Committee to which he belongs, the said committee cannot meet, but must proceed to select another date on which the member of the Board of Directors, who belongs to it, can attend.
- The Committees should submit for approval to the Board any financial matters related to the execution of their work (e.g. costs for seminars, material orders, etc.).
- The term of office of each Working Committee begins and ends with that of the Board of Directors, which is three years.
- When the new Board of Directors is elected, members declare their interest in being admitted to a committee of their choice and a priority order is maintained according to the time of declaration and according to the criteria of each committee, as imposed by its field of action, e.g. knowledge of the English language, experience in the respective field, etc. All members who make up the Working Committees are approved by the Board of Directors. During the three-year term of the Board of Directors, the existing members of the Working Committees may

resign by informing the Board of Directors in writing, as well as new members may be added to the Committee during its term, after being approved by the Board of Directors.

- If one of the members is unjustifiably absent from two consecutive meetings, then he/she is removed from the Working Committee and is notified in writing by the Board of Directors.

Communication Issues

Official communication

- Any written communication of the Labor Committees with third parties (e.g. other bodies such as ministries, organizations, universities, etc.) but also to SYEL members, must first be approved by the Board of Directors and signed by the chairman and secretary of the Board of Directors.

Informal communication

- For any unofficial communication from the committees to third parties, via email, the club office must be notified (info@speechtherapy.org.cy)
- In the event that the Board of Directors communicates with third parties (other bodies) on matters concerning a committee, it will notify the chair and secretary of the respective committee.