

# **SOBI COMMITTEE APPLICATION FORM**

Thank you for your interest in creating a new committee in SOBI. All new committees must be approved by the SOBI Board. Please submit this to the SOBI office at [office@ortho-bionomy.org](mailto:office@ortho-bionomy.org) for Board consideration.

Amendments to the approved charge and any committee rules and procedures must be approved by the Board by submitting an amended application form.

**DATE**

**PROPOSED COMMITTEE NAME**

**COMMITTEE PURPOSE / MISSION / GOALS**

**COMMITTEE COMPOSITION: THE MINIMUM AND MAXIMUM # OF PEOPLE, POSITIONS TO BE FILLED  
(AN ODD NUMBER OF VOTING MEMBERS IS RECOMMENDED)**

**WHO WILL ACT AS CHAIR OF THE COMMITTEE:**

**DEFINE THE CHAIR'S LEADERSHIP ROLE, SUCH AS:**

- SETS MEETING DATES WITH FEEDBACK FROM THE COMMITTEE
- FACILITATES EACH MEETING; CALLING VOTES AS NEEDED
- APPOINTS A SECRETARY FOR EACH MEETING
- OVERSEES PROJECTS
- COMMUNICATES WITH THE BOARD LIAISON
- KEEPS TRACK OF SUBCOMMITTEE LEADERSHIP AND PROGRESS

**OTHER MEMBERS AND THEIR POSITIONS**

**DEFINE ANY OTHER POSITIONS OF THE COMMITTEE**

**DEFINE THE SECRETARY'S ROLE**

**POWERS AND DUTIES OF THE COMMITTEE**

**HOW CAN A COMMITTEE MEMBER RESIGN?**

**HOW CAN ADDITIONAL PARTIES JOIN THE COMMITTEE?**

**PLEASE DEFINE THE ROLE, IF APPLICABLE, OF SUBCOMMITTEES**

**HOW OFTEN WILL THE COMMITTEE MEET? IF APPLICABLE, PLEASE LIST THE REQUIRED NUMBER OF MEETINGS PER YEAR.**

**WHAT ARE THE REPORTING REQUIREMENTS OF THE PROPOSED COMMITTEE? (E.G. TAKING AND SUBMISSION OF MINUTES, ETC.)**

**HOW WILL THE COMMITTEE MAKE DECISIONS? (VOTING REQUIREMENTS, QUORUM, ETC.)**

**WHAT IS THE RELATIONSHIP OF THIS COMMITTEE TO THE BOARD, OTHER COMMITTEES, AND THE SOBI OFFICE.**

**REQUESTED COMMITTEE BUDGET (IF ANY)**

**WHAT RESOURCES CAN/WILL THE COMMITTEE USE TO ACHIEVE ITS MISSION**

**HOW WILL THE COMMITTEE BE DISSOLVED / HOW WILL WE KNOW WHEN IT WILL ACHIEVE ITS MISSION/ STATED GOALS?**

**BOARD / OFFICE TO FILL OUT**

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**Date of original Board approval:**

**Board member assigned as Liaison to this committee:**