

Committee Membership & Participation:

In order to ensure maximum effectiveness, it is important that all NAPSRS members participate and provide input into NAPSRS activities and initiatives through committees, subcommittees, task groups or work groups that have been developed. The NAPSRS Board of Directors has determined that minimum attendance criteria be set for members who represent NAPSRS on committees and task groups. **The following guidelines have been established and will become effective on December 1, 2004:**

Attendance: Participate (meaning in-person, by teleconference, or any other real-time means) in or be represented (by a duly designated proxy NAPSRS member), at an acceptable percentage as determined by the NAPSRS Board of Directors, at all committee meetings and teleconferences unless such requirement be waived by the NAPSRS Board. Extenuating circumstances involving reasons beyond a member's control (such as personal health issues, reorganization, limited travel budget, travel authorization, etc.) may be considered by the Board in evaluating the member's performance.

A NAPSRS member who misses two consecutive meetings, conference calls, etc. without extenuating circumstances can be replaced on the committee/task team/work group he or she is serving on by a majority vote of the NAPSRS Board of Directors.

Committee reporting form:

Each time you represent NAPSRS at any committee, conferences, task force meetings, conference calls, etc., you must complete the attached committee reporting form (NAPSRS form: 2004-01) and submit it to the National Chairman within 14 days of the conference, task force meeting, conference call, etc. This will allow the National Chairman to circulate appropriate information to other members.

Program managers - please forward policy to any of your staff that serves on a committee, task force group, etc. so they can begin implementing this procedure.

National Association of Pipeline Safety Representatives



Committee Summary Report Form

It will be the responsibility of each committee/task team member chair or their designate to submit a summary to the National Chair *within fourteen days* after each committee/task team meeting or conference call. The following information should be provided.

1. Name and purpose of meeting/conference call.
2. Attendees: Name of individual and organization/association they represent.
3. Summary of issues discussed.
4. A. Action Items (if applicable).
B. NAPSRS Specific Action Items (if applicable).
5. Recommendations (if applicable).
6. Next meeting date(s).

NAPSRS form: 2004-01