

# Grand Traverse County Republican Party Policy and Procedures for Special Committee Reports

*(Aligned with GTGOP Bylaws - Article VII, Section 2)*

## Policy:

Special Committees enhance the effectiveness and productivity of the Grand Traverse County Republican Party (GTGOP). Special Committees are characterized by clearly defined roles to manage detailed time-consuming tasks that improve the efficiency of the GTGOP Executive Committee. A written report by every Special Committee is crucial to provide clear updates, recommendations, and evidence of work. These reports save meeting time and allow the Executive Committee to make better informed decisions.

## Procedures:

Documenting activities of each Special Committee ensures everyone is informed. The written report is an essential record and tool to guide the Executive Committee, helps avoid misunderstandings and improves accountability.

- I. Subcommittee reports shall be provided to the Executive Committee Chair and Secretary no later than five (5) days prior to the Executive Committee meeting for inclusion in the meeting package. Acceptable formats for submission are Microsoft Word or Portable Document Format (PDF). Reports should not be disseminated publicly until after the meeting.
- II. The report aims to deliver specific information, including:
  - a. Accomplishments during the past month.
  - b. Activities or tasks planned in the coming month, particularly those requiring a vote of the Executive Committee and areas where assistance may be needed.
  - c. Foreseen barriers or obstacles for completing activities or tasks.
- III. The intent of the report is to be concise without extraneous material.
- IV. During the Executive Committee meeting the Special Committee Chair will have up to five (5) minutes to summarize activities.

## Approved

Executive Committee  
Grand Traverse County Republican Party

Chair: Kate Kiss Date: 4-9-2020