

Mutual Aid Box Alarm System – Illinois

Standing Committees – Work Task Groups – Liaisons Procedure

Index #: A-03-01

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Subject: Standing Committees – Work Task Group – Liaison
Assignments

Functional Area: Administration

Category: Policy

Approved By:



PURPOSE

Define organizational elements, their definition, function, authority, responsibility and structure regarding standing committees, work task groups and liaisons.

RESPONSIBILITY

It is the responsibility of all MABAS divisions, departments, and chiefs to participate in committees, work task groups, or serve as a liaison on the behalf, interest, and welfare of MABAS-Illinois. MABAS membership involvement is critical to the leadership and success of MABAS-Illinois. Standing committees, work task groups and assignments as a MABAS liaison serves a substantial purpose in guiding, directing, and representing MABAS-Illinois.

ACCOUNTABILITY

Standing committees are coordinated and report to the 1st Vice President of the MABAS-Illinois Executive Team. Working task groups and liaisons report to the CEO of MABAS-Illinois or their designee.

REPORTING REQUIREMENT

Standing committees report to the 1st Vice President, working groups/liaisons report to the CEO or their designee. Quarterly written reports are provided to full Executive Board Quarterly Meetings by all committees and liaisons.

Standing Committees

Definition:

Standing Committees are only established by a majority vote of the full MABAS-Illinois Executive Board. Standing Committees may only be disbanded by a majority vote of the MABAS-Illinois Full Executive Board. Standing Committees deal with matters of ongoing, mainstay importance to the mission of MABAS-Illinois.

A. Organization and Structure: Standing Committees shall fit the following form and content.

1. Have two (2) co-chairs as appointed by the President of MABAS-Illinois.
2. Have no less than seven (7) and no more than seventeen (17) voting committee members, including two (2) co-chairs. Committee members will be appointed by the President of MABAS-Illinois upon the recommendations of the committee co-chairs and the 1st and 2nd Vice Presidents of MABAS-Illinois.
3. The co-chairs shall coordinate the development of a committee mission/purpose statement. The committee mission statement shall be approved by the full MABAS Executive Board by majority vote.
4. Committees shall meet at least two (2) times per year. But normally no more than four (4) times a year or quarterly.

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5. Committee meetings are constituted by face-to-face, telephonic conference call, or a combination of both.
6. Committee members shall attend at least fifty percent (50%) of scheduled committee meetings. Failure to attend at least fifty percent (50%) of the meetings within a calendar year may provide cause for removal of the member from the committee.
7. Committee Co-Chairs will develop agendas for all meetings and quarterly reports (submittal through the 1st Vice President) for all MABAS Executive Board meetings.
8. Although not required, Committee Co-Chairs are encouraged to develop annual goals and/or work plans to keep their committees on track and on mission focus.
9. The President of MABAS-Illinois may assign matters, as seen fit, to committees for review, development and/or recommendations.
10. Co-Chairs may establish subcommittees as needed with individuals who are not committee members. Experts may also be appointed to committees with the approval of the MABAS President. Experts and subcommittee members do not have voting rights on the main committee and are not counted as one of the seven (7) to eleven (11) committee members.

B. Authorities and Responsibilities:

Standing Committees are provided the following authorities, responsibilities, and support.

1. Standing Committees shall receive the following budgetary support.
2. Mileage reimbursements to committee members or their employers for meeting attendance.
3. Sponsorship of coffee, meals and incidentals associated with the committee meetings.
4. Overnight motel costs (one night) for committee members if they are required to travel more than one hundred fifty (150) miles one-way (state rate applicable).
5. Conference call expenses for committee sessions.
6. MABAS staff support.

C. Authorities included as part of a Standing Committee include:

1. Authority with the approval of the CEO and full MABAS Executive Board to sponsor symposiums, conferences, and educational sessions.
2. The development and/or review of proposed policies or procedures for consideration to approve by the CEO or MABAS-Illinois Executive Board as required by Policy #: A-01-01.
3. The authority to review and support, oppose or remain neutral on any applicable policy proposals.
4. The authority to endorse and/or enact MABAS procedures and release same upon concurrence by the CEO.

D. Standing Committees are responsible to:

1. Keep the MABAS membership apprised of their activities and areas of work.
2. Solicit input from MABAS membership when applicable.
3. Circulate and advise MABAS membership of committee meeting dates, times, locations, and their agendas.
4. Report to the 1st Vice President (primary) and President (alternate) of MABAS-Illinois.
5. To provide written quarterly reports to the full Executive Board of MABAS-Illinois.

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Work Task Groups

Definition:

Work Task Groups are specific to a single topic, effort, or initiative. Work Task Groups are not “Standing” entities or organizational elements, but rather once the effort, initiative or topic is complete and finished, so is the Work Task Group. The Work Task Group dissolves or sunsets once their work is complete. Work Task Groups may be established by the President of MABAS-Illinois upon a recommendation of the CEO. No full MABAS Executive Board action is required to form and establish a Work Task Group.

A. Organization and Structure: Work Task Groups shall comply with the following form and content:

1. Work Task Groups shall have two (2) co-chairs who are appointed by the President of MABAS-Illinois.
2. Work Task Groups shall have no less than five (5) and no more than nine (9) members, including the two (2) co-chairs.
3. Work Task Group members are appointed by the President of MABAS-Illinois. All appointed members shall have voting rights.
4. Work Task Group members shall attend at least fifty percent (50%) of the group’s meetings. Failure to do so may result in removal from the group by the President of MABAS-Illinois.
5. Co-Chairs shall provide periodic progress reports to the MABAS CEO.
6. Work Task Groups will meet as needed to meet project deadlines.

B. Authorities and Responsibilities:

Work Task Groups have the following authorities and responsibilities.

1. Full compliance with MABAS policies regarding specification development and purchasing policies.
2. Meet the direction and parameters as defined by the CEO and President of MABAS-Illinois.
3. The development of procedures and guidelines with follow-on review, recommendation and approval by the CEO, President and possibly Standing Committee(s).
4. The development and recommendation of policies to the President and Standing Committee for review and comment for consideration by the full Executive Board of MABAS-Illinois.
5. Work Task Group Co-Chairs may invite non-committee members and experts to attend meetings and participate in discussions however, only appointed Work Task Group members have voting rights.
6. Work Task Groups shall establish agendas for meetings and forward copies of agendas to the CEO and President of MABAS-Illinois.

C. Work Task Group Support:

1. Work Task Groups shall receive the following budgetary support, including mileage reimbursements for committee members or their employees, incidental meeting expenses, conference call expenses, reimbursement for travel expense (requires prior approval).
2. Staff support for Work Task Group meetings and the like.
3. Reproduction, postage, etc.

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D. Work Task Groups are responsible for and to:

1. Keeping the President and CEO advised of their actions, roadblocks, and progress.
2. Seeking factual answers to questions to assist group in its work.
3. Maintain open dialogues with vendors however, it is not the responsibility or authority of a Work Task Group member or Co-Chair to make promises or secure negotiated deals with vendors.
4. To maintain ethical behavior/practices, professional standards, identify and excuse oneself when a conflict of interest does, or appears to exist.
5. Provide written project summary upon completion of Work Task Group to the CEO and President.
6. Turn over all associated documents to the CEO for MABAS files (specifications, vendor sealed bids/quotes, vendor/manufacturer communications, etc.)

MABAS Liaison Assignments

Description:

MABAS-Illinois maintains numerous relationships with allied agencies, other professional associations, government agencies and the like. Many of these relationships must be maintained with continued dialogue, communications, and integrated efforts for the mutual benefits of all involved. MABAS Liaisons are ambassadors to our partners who are assigned various responsibilities and authorities in maintaining a relationship with an assigned entity.

A. Organization and Structure:

1. The CEO shall recommend agencies, associations, and entities where a liaison appointment is recommended. The President shall consider the recommendation and where appropriate make appointment of a single liaison to each.
2. The President has appointment discretion of liaisons and shall advise the full MABAS Executive Board of appointments.
3. Liaisons are responsible for maintaining a relationship and communications with their assigned entity, association, or agency.
4. The liaison is responsible to attend as many meetings as possible or as needed to maintain a working relationship and dialogue with the entity, association, or agency.
5. The liaison is responsible for keeping the CEO and President advised of any important or critical issues, or shared initiatives under consideration and dialogue.
6. The liaison may speak on the behalf of MABAS President providing the President has been briefed and guidance provided.

B. General and Budgetary Support:

1. Reasonable reimbursements for meeting attendance by the liaisons will be provided (mileage, meal expenses, etc.).
2. Extraordinary expenses may be reimbursed with prior approval by the CEO.

General Conditions

Committee membership, chair appointments, work task group assignments and liaison appointments shall be determined in a fair and reasonable manner as can be practically applied and consider the following criteria.

- Demographic Equity and Balance
- Geographic Equity and Balance
- Position Equity and Balance
- Expertise

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- Commitment of the Individual
- Past Performance

In all practicality, all of the above criteria may be difficult to achieve routinely. If individuals do not submit their name for consideration to an appointment, equity and balance may not be achieved. Attempts will continually be made to achieve equity and balance however, to achieve it individuals must be willing to volunteer.

Appointments

The President shall open up requests for committees, liaisons and work task group members as needed. Once established the President may assign terms to appointments if it is in the best interest of MABAS.

Committee and Liaison Establishment

The President will recommend the establishment of standing committees and liaison relationships from time-to-time and advise the full MABAS Executive Board at quarterly meetings.

Work Task Groups

The President and CEO will establish work task groups on an “as needed” basis and advise the full Executive Board at quarterly meetings of such actions.