

SOCIETY OF COSMETIC CHEMISTS

Charter of the Governance Task Force

Statement of Purpose

The purpose of the Governance Task Force is to:

1. Act in an advisory capacity to the Board of Directors on matters related to the governance of the Society including, but not limited to: Bylaws, Policies and Procedures, the Code of Ethics, and parliamentary procedures.
2. Review and recommend suggested changes to the Bylaws, Policy Manual, and the Code of Ethics.

Membership & Terms

The task force will consist of the following individuals, affirmed by the Board:

Position	Term
Chair (Vice President-Elect, per Bylaws)	One (1) year – voting member
Vice-Chair (Area Director)	One (1) year – voting member
Task Force Members (5-7)	One (1) year – voting member
Staff – SCC Executive Director/CEO	N/A – non-voting member

- The Chair of the task force shall be the National Vice President-Elect per the Bylaws; Vice Chair shall be an Area Director appointed to a one (1) year term by the President.
- All task force member terms are one (1) year in duration.
- No task force member shall serve more than two (2) consecutive terms.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

Authority & Responsibilities

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the task force has the authority to:

1. Periodically review and refine the adopted mission, vision and strategy of the Society;
2. Periodically review the governing documents of the Society for operational effectiveness and consistency; and
3. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

Meetings

The task force shall meet only on an as-needed basis at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the committee shall constitute a quorum. All questions brought before the task force for a vote must be affirmed by a simple majority of those present to be approved.

The task force shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

Budget

The task force shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.