Pennsylvania State Snowmobile Association, Inc.

PO Box 10126 Erie, PA 16514

Visit us on the web: www.pasnow.org

**COMMITTEE GUIDELINES**

**Committee Name - Meeting Date\_\_\_\_\_\_\_\_\_**

**Committee Chair –**

**Committee Secretary -**

**Committee Members -**

Purpose of this Committee – overall purpose

Purpose of this meeting -

Meeting Notes- short and direct

Action Items –

|  |  |  |
| --- | --- | --- |
| Item | Responsibility | Deadline |
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**Report to Board ( Chair) – e-mail report to the Board Secretary at least three days in advance of a Board/Ex Board Meeting**

Note: All correspondence by members should be directed to the Chair of this Committee. Avoid requesting Kathy/Maura to attend unless it is urgent.