

SEAMO POLICY

Subject: DEPARTMENTAL RESOURCE COMMITTEE

Number:

04-08

Approved by: SEAMO Governing Committee

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Original Issue: 2002 Apr 15

Effective Date: 2002 Apr 15

Revised: New

POLICY

THAT all recognized departments within SEAMO shall have a Departmental Resources Committee.

Current SEAMO policy requires departments to adhere to an annual structured balanced budget. Departmental deficits are the financial responsibility of the Department members.

Purpose

The Committee shall as a minimum:

- Be advisory to the Department Head
- Be involved in policy and guidelines pertaining to all matters related to Departmental finances
- Be involved in policy and guidelines pertaining to the resources, size and disposition of Departmental Contingency Funds
- Review and approve variances in Departmental Budget(s)
- Consult widely within the Department (Divisions) as appropriate

Responsibilities

The Committee shall as a minimum:

- Meet regularly and record minutes
- Develop a mechanism for Departmental (Divisional) approval prior to any major changes in Departmental (Divisional) budgets

Membership

The Committee will be chaired by the Department Head or a delegated member of the Committee and will be representative. An additional two to six members, one of whom may be the Department Head depending upon the size of the department, will be appointed. Departments having fewer than nine members will have a minimum of two members; ten to twenty department members will have a minimum of four; and over twenty department members will have a minimum of six. Half of the membership may be appointed by the Department Head and at least half elected from within the department by the membership at large.