

Operations Committee Charter

Committee Name

The name of the committee is **Operations Committee**.

Purpose

The purpose of the Operations Committee is to oversee and manage the day-to-day operations of DAMA International Chapter of Central Ohio, d.b.a. Buckeye DAMA. The committee will be responsible for ensuring that all operations are conducted in accordance with the organization's mission, goals, and objectives.

Master Document: [OperationsCommitteeCharter.docx](#)

Responsibilities

The Operations Committee will have the following responsibilities:

- Develop and implement policies and procedures related to the organization's operations.
- Monitor and evaluate the effectiveness of the organization's operations.
- Develop and implement plans to improve the efficiency and effectiveness of the organization's operations.
- Ensure that all operations are conducted in compliance with applicable laws, regulations, and standards.
- Develop and implement risk management strategies to minimize risks associated with the organization's operations.
- Develop and implement plans to ensure business continuity in the event of an emergency or disaster.
- Provide regular reports to the Board of Directors on the status of the organization's operations.

Membership

The Operations Committee will consist of at least three members appointed by the Board of Directors. The members will be appointed for a term of one year, which may be renewed at the discretion of the Board.

Meetings

The Operations Committee will meet at least once per month or as needed. Meetings may be held in person or virtually.

Quorum

A quorum for meetings of the Operations Committee will be two-thirds of its members.

Chairperson

The Chairperson of the Operations Committee will be appointed by the Board of Directors. The Chairperson will be responsible for presiding over meetings, setting agendas, and ensuring that all committee members are informed about matters related to the committee's work.

