

## **Establishment of a Special Committee, Revision 3**

### ***RAM Committee, a Committee with Power***

#### **Committee's Duties**

Perform all actions/duties/activities necessary for the establishment, planning, and execution of the annual RAM event.

Such duties may include,

- Disbursing funds and securing event space to conduct the RAM activities.
- Determining the format of RAM, to include such items as the agenda, training, scheduling, etc.
- Obtaining promotional items, giveaways, pamphlets, and other items as determined by the committee to include the disbursing of funds for such items/activities.

#### **Deliverables**

The RAM Committee will deliver a report to include accounting data and other documents necessary to track RAM expenditures no later than the second SRE business meeting conducted after the RAM Workshop is held.

#### **Powers**

The RAM Committee shall have approval authority over all RAM decisions including planning, execution, and disbursement of funds, so long as disbursement of funds does not exceed the balance of the Redstone Federal Credit Union Workshop Checking Account that was established primarily for the purpose of conducting and managing the RAM activities.

The RAM Committee shall have the authority to request funds for disbursement/expenditure to cover all RAM expenses, so long as disbursement of funds does not exceed the balance of the Redstone Federal Credit Union Workshop Checking Account. Requests for disbursements/expenditures by the committee shall be documented using a Cash Disbursement/Expenditure Request form provided by the Treasurer.

#### **Committee Members and Chairman**

Membership shall be at the discretion of the BOD, and the Chair of this committee will be appointed by the BOD.

#### **Retirement of the Committee**

The RAM Committee shall be disbanded at the time it's decided that the function of the committee is no longer required.