

Association of Ontario Road Supervisors (AORS)

Board of Directors Resource Manual

Spotlight Committee Mandate

I. Mandate

The Spotlight Committee is a committee of the Board of Directors (BOD) of the Association of the Ontario Road Supervisors (AORS). The mandate of this committee is to develop, promote and distribute the AORS Annual Directory of Products and Services.

II. Committee Composition, Appointment and Procedures

a. Composition and Appointment of the Committee

The Committee shall be comprised of both AORS members and supplier members with no limit to the number of members. This committee is determined at the Fall BOD meeting. Each BOD Director (or his representative) shall promote the Spotlight Buyers Guide and solicit ads within the local association.

b. Committee Chairpersons

- The Committee shall appoint two Chairpersons – one AORS member and one Supplier member - whose responsibilities shall be to co-chair the Committee.
- Set agenda and ensures that the Committee meets on a regular basis (approximately four times per year).
- Report to the full BOD on all proceedings and deliberations of the Committee and at such times and in such manner as the Board considers advisable.

c. Absence of Committee Co-Chair

If both Co-chairs of the Committee are not present at any meeting of the Committee, one of the other members of the Committee who is present at the meeting shall be chosen by the Committee to preside at the meeting.

d. Quorum

A majority of the members of the Committee present for a meeting shall constitute a quorum.

III. Responsibilities of the Committee

- f. To solicit ads – both new and repeat
- g. To encourage local associations to promote and solicit ads
- h. To provide direction to printer in layout and design of the Directory
- i. To set advertising rates for future publication(s)