



*Members of:  
American Institute of Certified Public Accountants  
Virginia Society of Certified Public Accountants*

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**Part VI Q. 8  
Committee Meetings**

ABC Sample Nonprofit Organization shall maintain meetings for all board and committee meetings which have board members actively participating in the discussions or decision making. Minutes from each meeting shall include describe of any action taken, when it was taken and who made the decision. The meeting minutes shall be approved in the next meeting of the board or the committee or within 60 days after the meeting was held.

The following committees shall have the authority to take action on behalf of the Board of Directors:

~~(Strike all that do not apply)~~

Executive Committee  
Audit Committee  
Other (describe)

No other committees shall have the authority to act on behalf of the Board.