

<b>Original Date</b>	25/08/2024
<b>Subject</b>	Policy and Procedures for Support and Admin Committee
<b>Reference Number</b>	S4-24

## 1. Statement of Purpose

This document outlines the policy and procedures for the Support and Admin Committee within the Saudi Society for Multidisciplinary Research Development and Education (SCAPE Society), designed to ensure clear structure, communication, responsibility, effective decision-making, and accountability at all levels. This policy applies to all members of the Support and admin Committee.

## 2. Goals

- Streamline administrative and support processes to boost productivity and improving the organization's effectiveness through strategic support and administrative oversight.
- Facilitate productive engagement and support with SCAPE Society's tracks and committees.
- Ensure support and facilitate administrative oversight for SCAPE Society's programs and activities.
- Protect SCAPE's reputation and comply with relevant regulations.

## 3. Committee Structure

- Chairman (appointed by the CEO)
- Deputy Chairman (appointed by the CEO)
- Members and volunteers (appointed by the Chairman and CEO)

## 3. Committee's Major Responsibilities:

- Communicate relevant updates with tracks and committees team members.
- Manage all email communications to ensure timely updates and responses.
- Work with other tracks and committees as needed to support organizational objectives.
- Prepare and distribute meeting agendas in advance, incorporating input from members. In addition, preparing the meeting minutes to be reviewed and approved by the Chairman of the board of directors.
- Volunteer for tasks or subcommittees as needed.
- Assist with tasks not assigned to other committees or tracks, ensuring comprehensive organizational support.



- Serve as the central point of contact for the SCAPE track leaders and committee chairmen's including team coordination and ensuring cross-functional alignment. Facilitates regular meetings with the track and committee leaders to align on priorities, and address any issues.
- Collaborate with the functional leaders to create detailed content calendars, and roadmaps.
- Coordinate and allocate external volunteers to tracks and committees based on their requirements determined by the track leader or committee chairman.
- Offer constructive feedback to volunteers on their work, highlighting areas of strength and opportunities for improvement.
- Implement CEO directives within their teams.

## 4. Procedure

### 4.1 Managing and Organizing Meeting

- A quarterly calendar of all meetings throughout SCAPE society will be distributed to selected tracks or committees.
- Compile the agenda, incorporating feedback from track and committee members. Agendas will be distributed at least two days before meetings.
- Attend and document the board of directors' meetings and maintain accurate minutes of meetings, significant decisions and track attendance.
- Conduct and prepare presentations or reports as assigned.

### 4.2 Communication

- Handle and monitor all email communications related to the tracks and committees, ensuring timely dissemination of information and responses to inquiries.
- Share the meeting minutes, significant decisions and relevant documents promptly with members.
- Maintain electronic and paper records ensuring information is accurate, organized and easily accessible.
- Serve as the central point of contact for the SCAPE track leaders and committee chairpersons, providing support and assistance as needed.



### 4.3 Support for Additional Activities

- The committee will identify and assist with activities not assigned to other committees or tracks, ensuring thorough support across the organization.

### 4.4 Reporting

- The committee will prepare a quarterly report summarizing activities, challenges, and achievements for the board.
- Provide updates to the board or management regarding committee activities and challenges.
- When significant challenges arise that cannot be resolved at the committee level, a detailed report will be prepared for presentation to the CEO.

## 5. Confidentiality

All discussions and documents related to the SCAPE society and committee's activities are confidential and should not be disclosed without proper authorization.

## 6. Review and Amendments

This policy will be reviewed every two years by the Board of Directors and updated as necessary to ensure it remains effective and relevant to the organization's needs.



**Dr. Khalid A. Al Sulaiman**

Chairman of Board of Directors  
Chief Executive Officer (CEO)