

Committee Chair Duties Policy

Update on Jan 21, 2022

Effective on Jan 21, 2022

In addition to assuring that Quantum Photonics Club Corp. (QP) committees carry out their committee charges, each committee chair(Chair) will need follow the rules below.

1. Chair need host Mid-Year Committee Meeting with the committee members no later than 15 calendar days before the QP Mid-Year Meeting.
2. Chair need provide a brief written Mid-Year Committee Report of committee activities undertaken during the mid year. The report is to be delivered to the Corporate Compliance Officer/Secretary no later than 15 calendar days before the QP Mid-Year Meeting.
3. Chair need host Annual Committee Meeting with the committee members no later than 15 calendar days before the QP Annual Meeting.
4. Chair need provide a brief written Annual Committee Report of committee activities undertaken during the mid year. The report is to be delivered to the Corporate Compliance Officer/Secretary no later than 15 calendar days before the QP Annual Meeting.

Quantum Photonics Club