

Life Jacket Association

Committee Charter

Life Jacket Technician Course (LJTC) Committee

Committee Type

Advisory Committee of the Board.

Purpose

The Life Jacket Technician Course (LJTC) Advisory Committee is established to support the Board of Directors in ensuring the continued vitality, accuracy, and advancement of the Life Jacket Technician course. The committee's principal responsibility is to advise on curriculum updates, industry standards, regulatory changes, and best practices to ensure the course remains current and impactful.

Scope of Work

The LJTC Advisory Committee's primary scope of work includes, but are not limited to, the following areas:

- Conducting periodical reviews of course content, making recommendations to the board for any needed revisions or updates.
- Recommending enhancements in response to emerging trends and regulatory changes.
- Engaging with key stakeholders to gather feedback for continuous improvement.
- Identify, recruit, and retain qualified individuals to contribute expertise.
- Identifying opportunities to elevate and promote the course.
- Work with staff to develop informational and marketing materials.

Composition

Leadership Structure

- The President of the Association shall appoint all committee chairpersons not later than the first meeting of the board following the conference at which elections are conducted (Bylaw IV. Section 3.)
- The chair shall be a member of the board of directors.
- The chair is responsible for convening meetings, setting agendas, facilitating discussion, and ensuring effective communication between the committee and the full board. The chair also leads the annual evaluation of committee effectiveness and is responsible for delivering updates and reports to the board.

Membership

The President will appoint two additional board members to the LJT Advisory Committee, to be ratified by the board. The Committee may invite non-Board members eligible for committee membership under the terms of Bylaw II, Section 1 (Bylaw IV. Section 3) to participate as non-voting members, subject to board approval.

Decision-Making Process

Decisions of the committee shall be made by a majority vote of the voting members of the committee.

A quorum, defined as a majority of committee voting members, must be present to conduct official business. Regular attendance and active participation are expected of all committee members.

Reporting Requirements

The committee shall report to the Board of Directors quarterly and as otherwise requested by the Board Chair.

Meeting Frequency

The committee shall meet quarterly. Additional meetings may be called by the Chair as necessary.

Minutes of all meetings shall be recorded and maintained in the organization's official records.

Additional Information

This charter is intended to complement the Association's overarching policy on committees of the board. In the event of any inconsistency or conflict between this document and the Association's policy on committees of the board, the latter shall take precedence with the ultimate authority being the Association Bylaws.

Review and Amendments

This charter shall be reviewed annually by the committee with recommended changes submitted to the Board of Directors for approval. Amendments require a majority vote of the board.

Adoption

This charter was approved and adopted by the Board of Directors on 10/28/25.