

# Committees of the Association Policy

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## Introduction

This policy outlines the purpose, structure, eligibility, appointment process, and operational guidelines for all task forces and committees of the Association. It is intended to foster collaboration, transparency, and efficiency, while ensuring that the Association’s mission and strategic objectives remain central to every committee’s work. Committees of the Association are groups formed to provide expertise, support, or operational assistance. These groups are distinct from board committees and do not hold governance authority.

## Purpose of Committees of the Association

Committees and task forces shall be established by the Association to:

- Assist the Board of Directors in the fulfillment of the Association’s mission and advancement of its strategic plan.
- Provide expert analysis, advice, and recommendations on specific issues, projects, and initiatives relevant to the Association.

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- Increase member engagement and create opportunities for professional development among Association members.
- Enhance the Association's ability to respond to emerging trends, challenges, and opportunities.

## Types of Committees of the Association

The Association's bylaws refer to these groups as task forces, administrative committees, and policy committees of the Association.

- **Task Forces:** Temporary groups formed to address a specific issue or accomplish a specific objective within a set timeframe.
- **Administrative Committees:** Groups responsible for ongoing operational issues, such as communications, programs, or annual events.
- **Policy Committees:** Groups that focus on specific issues, including public policy, advocacy, or organizational policy development and are tasked with the development, review, and recommendation of policies related to those programs and functions.

All committees shall report to, and work in close coordination with, the Board of Directors, ensuring alignment with the Association's mission and strategic plan.

## Establishment and Dissolution of Committees

The board, by majority vote, establishes or dissolves committees as needed to address strategic priorities. Each committee shall have a written charter, approved by the board, specifying its purpose, authority, composition, and reporting responsibilities.

## Committee Charters

Each committee will operate under a formal charter that clearly defines:

- Purpose and scope of work
- Authority and limitations
- Membership and leadership structure
- Reporting requirements
- Meeting frequency
- Duration (for task forces)

Charters should be reviewed and, if necessary, updated annually to reflect evolving needs and best practices.

## Committee Membership

Committee memberships shall be approved by the Board of Directors. Committees should have a defined minimum and maximum size, with clear criteria for membership. The committees shall be comprised of Association members eligible for committee membership under the terms of Bylaw II, Section 1 (Bylaw IV. Section 3.). Diversity of experience and perspective in committee composition should be taken into consideration to support effective governance and innovation.

## Committee Chairs

- The President of the Association shall appoint all committee chairpersons not later than the first meeting of the Board of Directors following the conference at which elections are conducted (Bylaw IV. Section 3.)
- During their term of office, members of the Board of Directors shall be disqualified from serving as chairpersons or vice chairpersons of any committee defined as a policy committee of the Association (Bylaw IV. Section 3.)
- 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.

## Meetings and Reporting

Committees and task force groups shall meet as frequently as necessary to accomplish their assigned tasks but not less than once per year. Meetings may be held in person, by phone, or virtually, as appropriate. Minutes must be kept for all meetings and distributed to the full committee for review. Committees shall deliver regular reports to the board at scheduled meetings, summarizing key activities, recommendations, and any recommended board actions.

## Committee Cycle

The committee will function on an annual cycle beginning after the conference at which elections are conducted and ending the final day of the conference the following year.

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.

## Authority and Limitations

### Financial Authority and Contractual Limitations

The committee and its members are expressly prohibited from entering into, signing, or authorizing any contracts, purchase agreements, or other financial commitments on behalf of the Association. No individual committee member or the committee collectively may commit Association funds or resources, directly or indirectly. All contracts, financial agreements, or purchases relating to conference planning or activities must be reviewed and executed solely by the Executive Director or an officer explicitly authorized by the board. Any expenditures or obligations proposed by the committee must first receive appropriate approval and be processed in accordance with the Association's established financial policies.

### General Authority and Limitations

- Committees of the Association do not have decision-making authority on behalf of the board or the Association.
- They may make recommendations but cannot commit the organization to action or policy.
- All activities must align with the organization's mission, values, and strategic plan.

## Evaluation and Sunset

Annually, each committee will assess its performance relative to its charter and objectives and develop a final report to be submitted to the board of directors. This process, led by the committee chair, should include:

- Review of accomplishments and challenges
- Assessment of composition and participation
- Analysis of meeting frequency and effectiveness
- Recommendations for improvement or dissolution

The board will review committees of the Association annually for effectiveness and relevance. Task forces and time-limited groups are disbanded upon completion of their objectives.

## Relationship to Staff

Committees may request information, input, or participation from staff as needed but do not have management authority over staff or operations. Staff may attend meetings to provide expertise or support but do not serve as voting committee members unless expressly authorized by the board in the committee's charter.

## Conflicts of Interest and Confidentiality

All committee members must adhere to the Association's code of ethics, conflict of interest, and confidentiality policies.

## Review and Amendment

This Committees of the Association Policy shall be reviewed annually. Amendments require a majority vote of the Board of Directors.