

# STATE & LOCAL GOVERNMENT BENEFITS ASSOCIATION COMMITTEE DESCRIPTIONS

President and Executive Director serves on all committees in advisory capacity.

COMMITTEE	RESPONSIBILITIES
<p><b><u>Program Committee</u></b>  <b>Chair: (President-Elect)</b>  <b>Members: <i>minimum 2, including chair</i></b></p>	<ul style="list-style-type: none"> <li>*develop annual conference program – keynote speaker, educational content, speaker selection</li> <li>*oversight of program/speaker administration: speaker confirmations, speaker gifts, moderator recruitment, session evaluation forms</li> <li>*target programs specific to contemporary issues</li> </ul>
<p><b><u>Conference Committee</u></b>  <b>Chair: Pete Hans</b>  <b>Members: <i>minimum 2, including chair</i></b></p>	<ul style="list-style-type: none"> <li>*oversight of conference planning and preparation, including: theme selection, pre-conference activities (tour), Tuesday evening event, sponsor/exhibitor recruitment and recognition, conference materials, menu selection, audiovisual needs and room setup requirements, hotel arrangements, registration process, attendee evaluations</li> <li>* analyze proposals for future conference sites and oversee site selection process</li> <li>*work to increase conference attendance</li> <li>*assist with marketing material</li> </ul>
<p><b><u>Governance</u></b>  <b>Chair: (Past President)</b>  <b>Members: <i>minimum 2, including chair</i></b>  <b>Members:</b></p>	<ul style="list-style-type: none"> <li>*review and maintain Constitution, By-Laws and P&amp;P Manual</li> <li>*act as parliamentarian at business meetings</li> <li>*decision maker on operational questions based on Constitution and By-Laws and P&amp;P Manual</li> </ul>
<p><b><u>Finance Committee</u></b>  <b>Chair: (Treasurer)</b>  <b>Members: <i>minimum 2, including chair</i></b></p>	<ul style="list-style-type: none"> <li>*review all budgets and financial statements</li> <li>*recommend budgets to Board</li> <li>*maintain a 1.25% of annual fixed costs as a reserve</li> <li>*maintain value/affordability</li> </ul>
<p><b><u>Communications Committee</u></b>  <b>Chair: Board Member</b>  <b>Members: <i>minimum 2, including chair</i></b></p>	<ul style="list-style-type: none"> <li>* coordinate newsletter: develop editorial calendar, solicit submissions, writing, and proofreading</li> <li>*submit articles for the newsletter and website in support of member services</li> <li>* oversee maintenance of association’s web page</li> <li>*research and offer suggestions on technology to assist the association</li> </ul>
<p><b><u>Membership Committee</u></b>  <b>Chair: Board Member</b>  <b>Members: <i>minimum 2, including chair</i></b></p>	<ul style="list-style-type: none"> <li>*facilitate membership growth and retention</li> <li>*member assessment survey</li> <li>*work with staff to maintain current roster of members</li> <li>*incentive programs for participation</li> <li>*marketing of association membership</li> </ul>
<p><b><u>Nominating Committee</u></b>  <b>Chair: (Immediate Past President)</b>  <b>Members: <i>Past Presidents serving on Board</i></b></p>	<ul style="list-style-type: none"> <li>*recommend nominations for the Board of Directors</li> <li>*solicit and evaluate potential Board members</li> <li>*conduct elections</li> <li>*solicits and reviews award nominations and selects award winners</li> </ul>

<p><b><u>Continuing Education &amp; Certificate</u></b>  <b>Chair: Board Member with CGBA</b>  <b>Members: <i>specified by By-Laws</i></b></p>	<p>*promotion and oversight of CGBA program  *review CGBA applications and determine credits to be awarded  *submit articles for newsletter and website promoting CGBA program and awards recipients  *recommend changes to CGBA program to Board  *explore development of web-based training  *growth and expansion of the CGBA program</p>
<p><b><u>Executive Committee</u></b>  <b>Chair: (President)</b>  <b>Members:</b></p> <ul style="list-style-type: none"> <li>• (President-elect)</li> <li>• (Treasurer)</li> <li>• (Immediate Past President)</li> </ul>	<p>*general administration of association's affairs  *oversight of SALGBA office  *review of administrative agreement and performance</p>
<p><b><u>Associate Member Advisors</u></b></p>	<p>*design and execute conference survey for sponsors and exhibitors  *obtain feedback from associate members and report to board  *assist national office with matters regarding associate membership  *maintain associate involvement</p>