

## Volunteering Committee Guide

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

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>
<b>Program Committee</b> <b>Chair: (President-Elect)</b> <b>Members: minimum 2, including chair</b>	<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>
<b>Conference Committee</b> <b>Chair: Pete Hans</b> <b>Members: minimum 2, including chair</b>	<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>
<b>Governance</b> <b>Chair: (Past President)</b> <b>Members: minimum 2, including chair</b>	<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>
<b>Finance Committee</b> <b>Chair: (Treasurer)</b> <b>Members: minimum 2, including chair</b>	<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</li></ul>

	<p>reserve</p> <p>*maintain value/affordability</p>
<p><b>Communications Committee</b>  <b>Chair: Board Member</b>  <b>Members: minimum 2, including chair</b></p>	<p>* coordinate newsletter:  develop editorial calendar, solicit submissions,  writing, and proofreading</p> <p>*submit articles for the newsletter and website  in support of member services</p> <p>* oversee maintenance of association's web  page</p> <p>*research and offer suggestions on technology  to assist the association</p>
<p><b>Membership Committee</b>  <b>Chair: Board Member</b>  <b>Members: minimum 2, including chair</b></p>	<p>*facilitate membership growth and retention</p> <p>*member assessment survey</p> <p>*work with staff to maintain current roster of  members</p> <p>*incentive programs for participation</p> <p>*marketing of association membership</p>
<p><b>Nominating Committee</b>  <b>Chair: (Immediate Past President)</b>  <b>Members: Past Presidents serving on  Board</b></p>	<p>*recommend nominations for the Board of  Directors</p> <p>*solicit and evaluate potential Board members</p> <p>*conduct elections</p> <p>*solicits and reviews award nominations and  selects award winners</p>
<p><b>Continuing Education &amp; Certificate</b>  <b>Chair: Board Member with CGBA</b>  <b>Members: specified by By-Laws</b></p>	<p>*promotion and oversight of CGBA program</p> <p>*review CGBA applications and determine  credits to be awarded</p> <p>*submit articles for newsletter and website  promoting CGBA program and awards  recipients</p> <p>*recommend changes to CGBA program to  Board</p> <p>*explore development of web-based training</p> <p>*growth and expansion of the CGBA program</p>

**Executive Committee**

**Chair: (President)**

**Members:**

- (President-elect)
- (Treasurer)
- (Immediate Past President)

\*general administration of association's affairs

\*oversight of SALGBA office

\*review of administrative agreement and performance

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**Associate Member Advisors**

\*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