



## STATE & LOCAL GOVERNMENT BENEFITS ASSOCIATION COMMITTEE DESCRIPTIONS

Executive Director serves on all committees in advisory capacity.  
A SALGBA Board Director will serve as a liaison for assigned committee.

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>
<b><u>Conference Committee</u></b>	<ul style="list-style-type: none"> <li>*set conference agenda including educational sessions</li> <li>*oversight of conference planning and preparation</li> <li>*work to increase conference attendance</li> <li>*assist with marketing material</li> <li>*recruitment of sponsors and exhibitors</li> </ul>
<b><u>Marketing &amp; Communications Committee</u></b>	<ul style="list-style-type: none"> <li>* assist with member communications</li> <li>* oversee marketing material and web page</li> <li>* oversee social media initiatives</li> <li>* assist with marketing of association</li> </ul>
<b><u>Membership Committee</u></b>	<ul style="list-style-type: none"> <li>*facilitate membership growth and retention</li> <li>*member assessment survey</li> <li>*incentive programs for participation</li> <li>*marketing of association membership</li> <li>* oversight of CGBA program and other professional development initiatives</li> </ul>
<b><u>Nominations &amp; Awards Committee</u></b>	<ul style="list-style-type: none"> <li>*solicit and evaluate potential Board members</li> <li>*create SALGBA Board Ballot</li> <li>*conduct elections</li> <li>*solicits and reviews award nominations and selects award winners</li> </ul>
<b><u>Executive Committee</u></b>	<ul style="list-style-type: none"> <li>*general administration of association's affairs</li> <li>*oversight of SALGBA office</li> <li>*review of administrative agreement and performance</li> </ul>
<b><u>Business Entity Member Advisors</u></b>	<ul style="list-style-type: none"> <li>*obtain feedback from associate members</li> <li>*assist national office with matters regarding associate membership</li> <li>*moderator associate roundtable</li> </ul>