

The President and the Board of Governors should strive to ensure that committees are a well-rounded representation of the Association and includes individuals that possess the desired expertise, aptitude and knowledge of the interests and needs of the membership.

Composition

Each committee must include the following members: Chairperson, Board Liaison, General Members (minimum of 2), Non-member Advisors (optional), President (Ex-officio) and Executive Vice-President (Ex-officio).

Chairperson:

- **Appointment:** Shall be appointed by the President to serve during his/her term as President, subject to the approval of a majority of the Board of Governors.
- **Eligibility:** To be eligible for the role of Chairperson, the member must be an owner or employee of a Regular Member of the Association in good standing for at least one full year and must have served at least a one year term as a member of any Association committee.
- **Term:** The term of a chair is one full year. It is requested that after the year of service that the Chairperson remain in a Past Chair role of the committee the following year to offer insight and advise based on the previous year's discussions and actions.
- **Responsibilities include:** The chairperson is responsible for organizing and running meetings; keeping the discussion on the appropriate subject; recognizing members (calling on them to speak); calling for votes after a debate has taken place; effectively communicating decisions, suggestions and accomplishments to the Board of Governors. The Chairperson must provide a written report on the accomplishments of the Committee to the Board of Governors upon request and at a minimum on an annual basis.

Board Liaison (Governor):

- **Appointment:** Shall be appointed by the President. Governor may indicate a preference for a specific committee.
- **Eligibility:** Must be a Board Governor at Large; Officers are not eligible.
- **Term:** It is expected that the Governor will be the Liaison for the their terms while they are a Governor at Large. Upon election to an office, another Governor will be appointed to the committee.
- **Responsibilities include:** Advising the committee of the major goals for the committee as determined by the board; providing constructive insight and suggestions to accomplish the Action Plan; ensuring that discussions and actions of the Committee are in line with the mission statement as outlined by the Board of Governors; bringing requests for resources to the board on behalf of the committee. The Liaison should be prepared to present a report to the Board on the progress and outcomes of the committee upon request.

Members: At least two (2) representatives of Regular Members of the Association.

- **Appointment:** General members of the Committee are invited to participate by the Chairperson. It is understood that the Board of Governors has full discretion of overriding any invitations and/or removing committee members.
- **Eligibility:** Owners or Employees of Regular Members in good standing.
- **Term:** The term of a Committee Member is one year. Members may be invited by the Chairperson to serve additional terms.
- **Removal/Replacement:** If the Chairperson feels that the individual is not adequately fulfilling his/her duties as a member of the committee, the Chairperson can request that the individual be replaced. If the individual must leave the committee for any reason (removal by Chairperson or other reason), prior to the completion of the one year term the Chairperson will select another individual that meets the qualifications as set forth above to complete the term.
- **Responsibilities include:** Actively participating in committee meetings; keeping the discussion on the appropriate subject; providing constructive insight and suggestions to accomplish the Action Plan as provided by the Board of Governors and other tasks as assigned by the Chair to carry out the work of the committee.

Non-member Advisors to Committees:

- **Appointment:** Advisors are invited to participate in the Committee by the Chairperson. It is understood that the Board of Governors has full discretion of accepting or overriding any invitations.
- **Eligibility:** The Advisor is invited to participate based on relevant experience with a specific topic or area of expertise. The purpose of the Advisor should be to provide specific insight that membership might not otherwise have access to in a given area.
- **Term:** The term of an Advisor is at least one full year. Advisors may be invited by the Chairperson to serve additional terms, if deemed useful and necessary to the progress of the Committee.
- **Responsibilities include:** Actively participating in committee meetings; keeping the discussion on the appropriate subject; providing constructive insight and suggestions to accomplish the Action Plan as provided by the Board of Governors; Advisors have no voting power within the Committee.

Ex-officio members of each Committee include: President and Executive Vice President. The Executive Vice-President may assign other staff to support the work of the committee.

Standing Committees per the Bylaws include:

- Executive Committee
- Ethics Committee
- Membership Committee
- Nomination Committee

Other committees may be formed by the Board as needed to support the mission, strategic framework, goals and objectives.