



# Georgia Association of Public Pension Trustees

Promoting Education for Georgia's Public Retirement System Fiduciaries

## Membership Committee Guidelines

### General Information and Responsibilities

*Effective Date: August 24, 2017 | Revision Date: January 25, 2022*

#### **Overview:**

Membership Committee, along with the Board of Directors and GAPPT staff, are responsible to recruit membership in the Association, to ensure the retention of current members, and to help the GAPPT maintain steady growth. The GAPPT staff coordinates with the Membership Committee regarding database information and marketing material.

#### **Structure and Appointment:**

The Membership Committee Chair is the leader of the Membership Committee.

**Membership Committee Chair** – Appointed by the Board of Directors

- Two Year Term

**Membership Committee Vice Chair** – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term (In addition to any Committee Member Term)

**Committee Members** – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term

Membership Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors. Membership Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

In general, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

Membership Committee members will generally serve two-year terms, with one half of the Committee rotating off annually; terms begin and end at the Annual Conference.

The Membership Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

#### **Member Qualifications and Evaluation:**

To serve on the Membership Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing.

Committee members are evaluated annually by the Membership Committee Chair on their level of participation and adherence to these Committee Guidelines.

#### **Member Resignation or Removal:**

A member may resign from their position by giving written notice to the Membership Committee Chair. A member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Membership Committee meetings.

#### **Compensation and Expense Reimbursement:**

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred while conducting or engaged in duties as allowed by GAPPT policy and with Board of Directors approval.

## **Member Responsibilities:**

Active Membership Committee members should:

- Organize and implement effective programs to recruit new members and to retain current members;
- Obtain current information with respect to eligible prospects;
- Periodically survey the membership to determine member needs and level of satisfaction concerning the Association's services, programs, and benefits;
- Organize programs to increase retention of new members;
- Welcome all new members and help facilitate introductions at GAPPT educational events;
- Prepare for and attend Membership Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials prior to meetings;
- Encourage GAPPT members to apply for future Membership Committee member positions;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public retirement system trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other committee members;
- Encourage other public retirement system professionals to attend GAPPT educational events and programs;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

## **Chair Responsibilities:**

In addition to the responsibilities required of a committee member, the Membership Committee Chair is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting agendas.

The Membership Committee Chair should:

- Approve any membership marketing material, including new member letters and brochures;
- Approve agendas of committee meetings before their distribution;
- Report to the Committee on decisions of the Board of Directors that affect the committee's work;
- Where appropriate, guide the committee in proposing new policies, programs and services that will further the mission and goals of the GAPPT and its Board of Directors;
- Where appropriate, make recommendations to the President for transmission to the Board of Directors;
- Serve as a facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

## **Committee Information:**

The following information is intended to support the Committee's role within the Association.

**Documents:** The Membership Chair should be familiar with the following:

- The Association bylaws;
- GAPPT policies associated relating to membership, educational events, and the CRPF™ scholarship program;
- Evaluations or other survey results from previous GAPPT educational events; and
- The GAPPT calendar.

**Meetings:** It is expected that the Committee meet as necessary to carry out their responsibilities.

**Ad Hoc Committees:** The Committee may establish ad hoc committees as necessary for an event.

**Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Membership Committee Chair.

### CRPF™ Scholarship Program:

In 2017, the GAPPT established a scholarship program to promote the Certified Retirement Plan Fiduciary™ program to prospective public retirement plans and trustees. The Membership Committee plays an important role in identifying, contacting, and choosing scholarship recipients.

The following information is intended to support the CRPF™ Scholarship Program.

- **Scholarship Recipient Identification:** Six months before the Trustee School, the Membership Committee should begin identifying prospective plans or individuals who may benefit from participating in the Scholarship Program.
- **Board of Directors Approval:** At least two months before the Trustee School, the Membership Committee Chair will submit a list of acceptable candidates to the Board of Directors for approval.
- **Invitation and Application:** The Committee should invite scholarship candidates with enough time to consider each application. The Membership Committee Chair, with assistance from the Executive Director, is responsible for updating the Scholarship Application, as needed.
- **Scholarship Acceptance and Trustee School Enrollment:** The Membership Committee Chair should inform the Board of Directors of all approved and accepted recipients. The Chair should also work with the Executive Director to confirm the scholarship participants' Trustee School registration and hotel arrangements.
- **Follow Up:** The Committee should follow up with all recipients in a timely fashion to ascertain their future participation, event experience, and any comments or suggestions.

### Calendar and Planning Dates:

An updated GAPPT Calendar will be given to the Membership Committee Chair for distribution. Committee members should note any additions/changes regarding planning timelines and submit the updates to the Executive Director for inclusion on the following year's documents.

*Thank you for serving on the GAPPT Membership Committee. Questions or concerns may be directed to the Membership Committee Chair at [membershipchair@gappt.org](mailto:membershipchair@gappt.org), the GAPPT President at [president@gappt.org](mailto:president@gappt.org), or the Executive Director at [execdirector@gappt.org](mailto:execdirector@gappt.org).*