



Georgia Association of Public Pension Trustees

Promoting Education for Georgia's Public Retirement System Fiduciaries

Program Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: January 20, 2022

Overview:

The Program Committee, along with the Board of Directors, is responsible for continuing education program content and presenter selection at the Trustee School and Annual Conference. The Executive Director with the GAPPT staff is responsible for all event arrangements, including networking events, meals, facility management, registration, exhibit hall, printed material, and event app.

Educational Events General Information:

The GAPPT hosts the following educational events:

- **The Annual Trustee School:** The Trustee School is held over two days and offers the Certified Retirement Plan Fiduciary™ (CRPF™) Courses and a continuing education course.
- **The Annual Conference:** The Conference is held over two and a half days and offers two tracks of continuing education sessions. Several networking opportunities are also scheduled.

The Board of Directors selects the city, hotel, meeting facilities and dates for all GAPPT educational events with assistance and research conducted by the Executive Director. The Executive Director carries out negotiations and contractual agreements on behalf of the Board of Directors and the Association.

Certified Retirement Plan Fiduciary™ Curriculum:

The CRPF™ Leadership Team (and Education Committee) supports the Program Committee by developing and reviewing the Certified Retirement Plan Fiduciary™ (CRPF™) curriculum.

Structure and Appointment:

The Program Chair is the leader of the Program Committee.

Program Committee Chair – Appointed by the Board of Directors

- Two Year Term

Program Committee Vice Chair – Recommended by the Program Chair and appointed by the Board of Directors

- One Year Term

Program Committee Members – Recommended by the Program Chair and appointed by the Board of Directors

- Two Year Term

Program Committee members, including the Vice Chair, report to the Chair. The Chair reports to the GAPPT President and the Board of Directors. Program Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

The GAPPT Board of Directors serve on the Program Committee as ad hoc members. 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.

Program 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.

Member Qualifications, Professional Development and Evaluation:

To serve on the Program Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing. Plan Sponsor committee members must have experience as a public retirement system trustee or staff member. Affiliate committee members must have a bachelor's degree or higher, an advanced professional designation, and/or experience in a field related to public retirement systems.

Because of the important role the Program Committee plays in developing the Association's educational programs, members must be representative of the general membership at large.

Committee members acknowledge GAPPT educational policies and information, as well as their continuing professional development on the **Acknowledgment Form for Educational Program Members**. This online form must be completed annually.

Committee members are evaluated annually by the Program 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 Program Committee Chair. A member may also be removed from their position for cause. Reasons for removal may include, but are not limited to:

- Engaging in conduct prohibited by the bylaws or GAPPT policies;
- Abusing the authority of their position;
- Failing to disclose a conflict of interest with respect to any matter involving the GAPPT; or
- Failing to attend three (3) regularly scheduled Program Committee meetings in a calendar year;

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 Program Committee members should:

- Contribute conceptual suggestions about general session topics and recommend general session speakers (Annual Conference);
- Generate ways to add value and appeal to the association's educational events and to encourage the highest possible attendance;
- Provide input in the selection of topics for breakout sessions (Annual Conference) and the Continuing Education Track (Trustee School);
- Provide input in the selection of presenters for the Annual Conference and Trustee School.
- Represent the Association's membership and provide ideas about what public retirement system trustees, and staff members may want to know and learn at the educational events;
- Prepare for and attend Program Committee meetings, participate, follow through on any given assignments, and review the agenda and supporting materials prior to meetings;
- Develop specific skills, such as identifying potential sponsors or exhibitors, identifying potential speakers, encouraging GAPPT members to apply for future Program Committee member positions, and learning more about the substantive program areas of the organization; and
- 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 Program Committee Chair is expected to guide the committee and collaborate with GAPPT staff to develop work plans and meeting agendas.

The Program Committee Chair should:

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

Educational Event Planning and Information:

The following information is intended to support a successful GAPPT educational event.

Documents: The Program Committee Chair and Committee members should be familiar with the following:

- GAPPT educational policies;
- Information regarding learning styles and learning outcomes;
- Evaluations results from previous educational events; and
- The GAPPT calendar.

Meetings: It is expected that the Committee meet on a regular basis via videoconference and in person at the annual educational events.

CRPF™ Curriculum: The Certified Retirement Plan Fiduciary™ (CRPF™) designation has a structured course curriculum. All content is developed and reviewed by the CRPF™ Leadership Team.

Speaker/Topic Database: Presenters, Annual Conference session topics, and Trustee School Continuing Education Course session topics are selected through submissions to the Speaker/Topic Database, as well as recommendations from the Committee. The GAPPT staff is responsible for the coordination of the Speaker/Topic Database. The Committee evaluates the submissions for event consideration. The Executive Director notifies presenters of their selection status.

Presenters: The Executive Director will report to the Committee regarding required presenter agreements, registrations, presentations, schedules, and any other necessary information.

Moderators: The Committee should select moderators who will introduce each presenter and facilitate the session. The Executive Director will coordinate and evaluate the moderators' involvement at the event.

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

Exhibit Area: The Executive Director will coordinate the exhibit area and will handle any details prior to and during the Annual Conference as defined by the exhibit policy.

Budget: If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Program Chair. The GAPPT Board of Directors approves the educational event's budget, which includes all presenter fees.

Sponsorship: The Board of Directors, with input from the Executive Director and the Committee, will decide and approve event sponsorship opportunities, cost and sponsor benefits.

Promotion: The Executive Director, with input from the Committee, will coordinate the design, printing, and distribution of event publications, exhibitor information, sponsorship opportunities, event app, and all other promotional materials.

Registration Information and Material: The Executive Director is responsible for ensuring event attendees receive registration material.

Calendar and Planning Dates:

An updated GAPPT Calendar will be given to the Program 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 Program Committee. Questions or concerns may be directed to the Program Committee Chair at programchair@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org