



Government Affairs Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: November 15, 2024

Overview:

The Government Affairs Committee serves as a liaison to the Georgia General Assembly, staying abreast of legislative issues affecting the Georgia Association of Public Plan Trustees (GAPPT) and its membership and informing the Board of Directors and the membership of significant legislative and legal developments.

Structure and Appointment:

The Government Affairs Committee Chair is the leader of the Government Affairs Committee.

Government Affairs Committee Chair – Appointed by the Board of Directors

- Two Year Term

Government Affairs 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

Government Affairs Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors.

The Government Affairs Committee will have sufficient members to handle its activities and responsibilities. In general, a person should not serve on more than one committee at any time, nor should two individuals from the same institution serve on the same committee.

Government Affairs Committee members will generally serve two-year terms, with one-half of the committee rotating off annually; terms begin May 1st and end April 30th. Members may be eligible for reappointment with the recommendation of the Government Affairs Committee Chair and approval of the Board of Directors.

Member Qualifications and Evaluation:

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

The Government Affairs Committee Chair evaluates committee members annually on their participation and adherence to these Committee Guidelines.

Member Resignation or Removal:

A member may resign by giving the Government Affairs Committee Chair written notice. Additionally, a member will forfeit their committee position if they are no longer associated with the organization that served as the basis for their GAPPT membership. A member may also be removed from their committee position for cause. Reasons for removal include, but are not limited to:

- Engaging in conduct prohibited by the Bylaws or GAPPT policies.
- Failing to attend regularly scheduled Government Affairs 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 the Board of Directors' approval.

Member Responsibilities:

Active Government Affairs Committee members should:

- Monitor legislative issues that affect the GAPPT and its membership.
- Inform the Board of Directors and the membership of significant legislative and legal developments.
- With input from the Board of Directors, develop and implement legislative initiatives.
- Prepare for and attend Government Affairs 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 Government Affairs Committee member positions.
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact public retirement system trustees.
- Act as an ambassador for the GAPPT.
- Communicate effectively with other committee members.
- Encourage other public retirement system professionals to attend GAPPT educational events.
- Avoid conflicts of interest and comply with GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

Chair Responsibilities:

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

The Government Affairs Committee Chair should:

- Identify any committee member who may lobby on behalf of the GAPPT and submit the recommendation for Board of Directors approval.
- Inform the GAPPT staff of any committee roster changes.
- When needed, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- 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.
- 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 Government Affairs Committee's role.

Documents: The Government Affairs Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies relating to legislative and lobbying efforts.
- O.C.G.A. § 47-1-17.
- The GAPPT calendar.

Meetings: The Government Affairs Committee is expected to meet as necessary to carry out its responsibilities.

Ad Hoc Committees: The Government Affairs Committee may establish ad hoc committees as needed. Any ad hoc committee will have sufficient members to handle its activities and responsibilities.

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

Master Calendar and Planning Dates:

The GAPPT Calendar will be given to the Government Affairs Committee Chair before January 1st. Any additions or changes should be submitted to the GAPPT staff for inclusion.

Thank you for serving on the Government Affairs Committee. Questions or concerns may be directed to the Government Affairs Committee Chairperson or info@gappt.org.