



Membership Committee Guidelines

General Information and Responsibilities

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

Overview:

The Membership Committee, along with the Board of Directors and Staff, is responsible for recruiting members for the Georgia Association of Public Plan Trustees (GAPPT), ensuring the retention of current members, and helping 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.

The Membership 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.

Membership 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 Membership Committee Chair and approval of the Board of Directors.

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.

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

Member Resignation or Removal:

A member may resign by giving written notice to the Membership Committee Chair. 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 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 the Board of Directors' approval.

Member Responsibilities:

Active Membership Committee members should:

- Obtain contact information for eligible GAPPT prospects.
- Implement programs developed by the GAPPT Staff and Marketing Committee to recruit new members.
- Welcome all new members and help facilitate introductions at GAPPT educational events.
- Conduct outreach to identified lapsed GAPPT members.
- Organize programs to increase the retention of current members.
- Periodically survey the membership to determine member needs and level of satisfaction concerning the Association's services, programs, and benefits.
- Prepare for and attend Membership Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials before 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 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 Membership Committee Chair is expected to guide the committee and collaborate with GAPPT staff to develop work plans and meeting reports.

The Membership Committee Chair should:

- In consultation with the GAPPT staff, approve new member letters and brochures.
- Forward obtained GAPPT prospect contact information to the GAPPT staff.
- With assistance from the GAPPT staff, oversee the CRPF™ Scholarship program. (See below.)
- 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 Membership Committee's role.

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

- The GAPPT Bylaws.

- GAPPT policies relating to membership, events, media publications, and the CRPF™ scholarship program.
- Evaluation results from previous GAPPT educational events or the general membership.
- The GAPPT calendar.

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

Ad Hoc Committees: The Membership 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 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, trustees, and plan staff members. The Membership Committee assists the Board of Directors with 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 GAPPT staff, is responsible for updating the Scholarship Application Form 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 GAPPT staff to confirm the scholarship participants' Trustee School registration and hotel arrangements.
- **Follow-Up:** The Committee should promptly follow up with all recipients to ascertain their future participation, event experience, and any comments or suggestions.

Master Calendar and Planning Dates:

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

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