

AIASB Committee Leadership Responsibilities & Administrative Policy

Adopted: November, 2020

Revised and Adopted: March, 2022

Policy Intent

To assist Committee Leadership to better serve the AIASB Chapter membership, collaborate with AIASB Staff, and more effectively plan the annual Chapter programs, calendar, and budget.

AIASB Committees

Annually at the Board retreat, all official committees of AIASB and their respective chairs will be confirmed.

Responsibilities of all Committees

Year-Start Committee Work Plan

At the beginning of each year, to establish priorities and build upon prior work of the committee, committee leadership (defined as Chair, Vice-Chair, or Co-Chair) shall submit a list of priorities and work plan for the upcoming year to the Executive Committee for review and approval no later than the end of February.

The submitted Work Plan document should include, at a minimum, the following items for the upcoming calendar year:

- Names and contact info for the proposed Committee Chairs, Vice Chairs, or Co-Chairs.
- Committee mission statement.
- Committee key objectives/priorities.
- Projected plan describing the activities and proposed frequency of meetings, programs, and events.
- Projected budget (income + expense). Include sponsorship if applicable/planned. See additional information on Committee finances below.

Monthly Reports

A copy of meeting minutes or a summary of committee activities must be provided to the Executive Director **before the last day of each month**. These documents are shared at the upcoming Board meeting (beginning of each month).

Year-End Summary Report

Submit a Year-End Report to the Executive Committee **no later than the end of November**. The Year-End Reports will be collated and shared with the AIASB Membership to highlight the achievements of the year.

Please notify the Executive Committee of any expected leadership vacancies for the upcoming year (e.g. chair stepping down). The committee should attempt to fill the vacancy with an existing committee member by presenting that committee member's nomination to the Executive Committee for review and approval. If a position is vacant and remains unfilled by the Committee itself, the Executive Committee, in consultation with the rest of the Board of Directors, may nominate individuals for the vacant roles or put out a call for nominations to membership.

Finances

Committees play a pivotal role in the success of the Chapter by furthering its mission and by working with the Board of Directors and Chapter Staff to ensure that AIASB manages its finances in a responsible manner.

All Chapter Committees must be financially self-sustaining and revenue-neutral. Any expenses indicated in the committee budget must be justified with equal or greater income/sponsorship generated by the committee. Committee events revenue is part of the AIASB annual budget and helps fulfill AIASB's obligations to the Chapter's financial stability.

Chairs of committees will not be required to pay to attend events planned by said committee. It is the duty of the Committee Chair to submit all invoices with adequate time for final approval by President/Treasurer and Executive Director with enough time to process payment to the contracted vendor. The recommended time frame is 30 days prior to the date of the event.

Gifts of any sort will not be reimbursed by the Chapter as they are recognized as "counterintuitive" to its efforts to gain support through sponsorships and its overall status as a not-for-profit entity. Individual committee members will be permitted to extend gifts of recognition at their own personal expense or by way of a designated sponsor.

Communication

Chapter Staff and the Public Relations Committee are available to assist with communicating your efforts and events to our membership and the community at large. It is critical that both (membership and the public) are aware of and encouraged to be involved in committee activities.

At a minimum, all meetings and events should be posted to our website calendar. Please keep chapter Staff informed of calendar dates. Additionally, events shall be announced through the Chapter newsletter.

Any communication shared with the membership, or the public, using the name and/or logo of AIASB, must be provided to the Executive Committee for review and approval before being published.

Committee Oversight

AIASB maintains oversight and contract approval for all goods and services to provide financial and legal protection for the Chapter.

Committee programs and activities must adhere to the strategic plan and the highest levels of professionalism.