



## **Affiliate Committee Guidelines**

### **General Information and Responsibilities**

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

#### **Overview:**

The Affiliate Committee supports the Georgia Association of Public Plan Trustees' (GAPPT) mission and educational initiatives by contributing ideas and committing resources.

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

**Affiliate Committee Chair** - Elevated to Chair after one year as Affiliate Vice Chair.

- Two Year Term (In addition to Vice Chair Term)

**Affiliate Committee Vice Chair** – Elected by the Affiliate members and confirmed by the Board of Directors.

- One Year Term

**Committee Members** – All individual GAPPT Affiliate members in good standing are automatically members of the Affiliate Committee.

The Affiliate Committee Vice Chair reports to the Chair, and the Chair reports to the GAPPT President and the Board of Directors.

Affiliate Committee Chair and Vice Chair terms begin and end at the Annual Conference.

Any ad hoc Affiliate committees will consist of members sufficient in number to handle its activities and responsibilities.

#### **Member Qualifications:**

An individual must be a GAPPT Affiliate member in good standing.

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

The Affiliate Committee Chair or Vice Chair may resign by giving the Board of Directors written notice. The Chair and Vice Chair may be removed from their position by and at the sole discretion of the Board of Directors. Reasons for removal 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 concerning any matter involving the GAPPT.

Additional information is included in the GAPPT Bylaws.

#### **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 Affiliate Committee members should:

- Support the GAPPT through the input of ideas and commitment of resources.

- Prepare for and attend ad hoc committee meetings, ask questions, follow through on any given assignments, and review any supporting materials before meetings.
- Encourage GAPPT members to apply for future committee 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.
- Avoid conflicts of interest and comply with GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

### **Chair and Vice Chair Responsibilities:**

In addition to the responsibilities required of a committee member, the Affiliate Committee Chair, with assistance from the Vice Chair, is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting reports.

The Affiliate Committee Chair should:

- Attend GAPPT Board of Directors meetings and serve as a voting member.
- Communicate regularly with the committee members.
- 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.

The Affiliate Committee Vice Chair should:

- Attend GAPPT Board of Directors meetings.
- Serve as a voting member in the absence of the Affiliate Committee Chair.

### **Committee Information:**

The following information will support the Affiliate Committee's role.

**Documents:** The Affiliate Committee Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies relating to its Affiliate members and events.
- The GAPPT calendar.

**Meetings:** The Affiliate Committee is expected to meet at least annually at the Annual Conference.

**Ad Hoc Committees:** The Affiliate Committee may establish ad hoc committees as needed. Any ad hoc committee will have sufficient members to handle the committee's activities and responsibilities.

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

### **Master Calendar and Planning Dates:**

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

*Thank you for serving on the Affiliate Committee. Questions or concerns may be directed to the Affiliate Committee Chairperson or [info@gappt.org](mailto:info@gappt.org).*