Georgia Association of Public Plan Trustees™
Promoting Education for Public Retirement System Fiduciaries

Program Committee Guidelines
General Information and Responsibilities
Effective Date: August 24, 2017 | Revision Date: November 15, 2024

Overview:

The Program Committee, with the assistance of the Board of Directors and Certified Retirement Plan Fiduciary™ (CRPF™) Leadership Team, is responsible for program content and presenter selection at Georgia Association of Public Plan Trustees' (GAPPT) educational events. The Executive Director, with the GAPPT staff, is responsible for presenter submissions and all event logistics, including planning additional networking events, meals, audiovisual requirements, registration, exhibits, publications, and event apps.

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 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, on behalf of the Board of Directors and the GAPPT, is responsible for event negotiations and contractual agreements.

Certified Retirement Plan Fiduciary™ Curriculum:

The CRPF™ Leadership Team supports the Program Committee by developing and reviewing the 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 and the Vice Chair report to the Chair. The Chair reports to the Board of Directors.

The Program Committee will have sufficient members to handle its activities and responsibilities. The GAPPT Board of Directors serves as ad hoc members of the Program Committee. 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.

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

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, or expertise in a field related to public retirement systems.

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

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

The Program 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 Program 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.
- Abusing the authority of their position.
- Failing to disclose a conflict of interest concerning any matter involving the GAPPT.
- 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 the Board of Directors' approval.

Member Responsibilities:

Active Program Committee members should:
- Represent the GAPPT membership and provide potential subject matter topics pertinent to public retirement system trustees and staff members.
- Assist with selecting topics for general sessions, breakout sessions (Annual Conference), and the Continuing Education Course (Trustee School).
- Assist with selecting presenters for GAPPT educational events.
- Generate ways to add value to GAPPT educational events and to encourage the highest possible attendance.
- Prepare for and attend Program Committee meetings, participate, follow through on any given assignments, and review the agenda and supporting materials before meetings.
- 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 conflict 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 Program Committee Chair is expected to guide the committee and collaborate with GAPPT staff to develop work plans and meeting reports.

The Program Committee Chair should:
- 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 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.
- 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 the Program Committee's role.

Documents: The Program Committee Chair and Committee members should be familiar with the following:
- The GAPPT Bylaws.
- GAPPT policies relating to educational events and the CRPF™ program.
- O.C.G.A. § 47-1-17.
- Information regarding learning styles and learning outcomes.
- Evaluation results from previous GAPPT educational events or the general membership.
- The GAPPT calendar.

Meetings: The committee is expected to meet regularly and at annual educational events.

CRPF™ Curriculum: The Certified Retirement Plan Fiduciary™ (CRPF™) designation has a structured course curriculum. The CRPF™ Leadership Team develops and reviews all content.

Speaker/Topic Database: Presenters, Annual Conference session topics, and Trustee School Continuing Education Course session topics are either selected through submissions to the Speaker/Topic Database or from recommendations by the Program Committee members. The GAPPT staff coordinates the Speaker/Topic Database. The Executive Director or Program Committee Chair sends invitations to selected presenters.

Presenters: The Executive Director distributes presenter information and collects agreements, registrations, presentations, and other required information.

Moderators: The Program Committee selects moderators who will introduce each presenter and facilitate the session. The Executive Director coordinates and evaluates the moderators' involvement at the event.

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

Exhibits: The GAPPT staff coordinates the Annual Conference exhibit area and logistics.

Budget: If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Program Chair. The Board of Directors approves all educational event budgets.

Sponsorship: The Board of Directors, with input from the Executive Director, Treasurer, and Program Committee, approves event sponsorships, including costs and benefits.

Publications and Media: The GAPPT staff coordinates the designing, printing, and distributing of event publications and media materials.

Registration and Event Material: The Executive Director, with the assistance of the GAPPT staff, is responsible for the event registration process and ensuring registrants receive the required information.

<u>Master Calendar and Planning Dates:</u>

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

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