



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Affiliate Committee **General Information and Responsibilities** *(Approved August 24, 2017 – Revised October 22, 2020)*

Affiliate Committee Overview

The Affiliate Committee is responsible for supporting the mission of the association and its educational initiatives through the input of ideas and commitment of resources.

Affiliate Committee Structure and Appointment

Affiliate Chair - Elevated to Chair for the last year of Term

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

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

- One Year Term

Committee Members – All individual GAPPT Affiliate members in good standing.

The Vice Chair reports to the Affiliate Chair, and the Affiliate Chair reports to the GAPPT President and the Board of Directors. The Chair and Vice Chair may be eligible for reappointment at the sole discretion of the Board of Directors.

Affiliate Chair and Vice Chair terms will begin and end at the Annual Conference. Any ad hoc Affiliate Committees will consist of members sufficient in number to handle the committee's activities and responsibilities.

In general, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

The Affiliate Chair or Vice Chair may resign from the position by giving written notice to the Board of Directors. The Chair and Vice Chair may be removed from their position by and at the sole discretion of the Board of Directors.

Compensation and Expense Reimbursement

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred in the course of conducting or engaging in their duties, as allowed by GAPPT policy and with pre-approval by the Board of Directors.

Affiliate Committee 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 Affiliate 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 Affiliate Committee member positions;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public pension plan trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other Committee members;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.



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Affiliate Chair Responsibilities

In addition to the responsibilities required of an individual committee member, the Affiliate Committee Chair is expected to guide their committee and collaborate with the Executive Director to develop necessary work plans and meeting agendas.

The Affiliate 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;
- Understand a Chair's primary role is as facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

Affiliate Committee Information

The following information is intended to support the Committee's role within the Association.

- **Documents:** The Affiliate Committee Chair should be familiar with the following:
 - The bylaws of the Association;
 - All policies relating to Affiliate members;
 - All policies regarding GAPPT educational events; and
 - The GAPPT calendar and planning timeline.
- **Meetings:** It is expected that the Affiliate Committee meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The Affiliate Committee may establish ad hoc committees as necessary.
- **Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Affiliate Chair.

GAPPT Calendar and Planning Timelines

An updated GAPPT Calendar will be given to the Affiliate Chair for distribution. Committee members should note any additions/changes regarding planning timelines, and submit the updates to the Executive Director for inclusion on the following year's documents.

Thank you for serving on the Affiliate Committee. Questions or concerns may be directed to the Affiliate Chair at affiliatechair@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org.