



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

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

Government Affairs Committee Overview

The Government Affairs Committee is responsible for maintaining a liaison with the Georgia General Assembly, staying abreast of legislative issues affecting the GAPPT and its Membership, and informing the Board of Directors and the Membership of important legislative and legal developments.

Government Affairs Committee Structure and Appointment

To serve on the Government Affairs Committee, an individual must be a GAPPT Affiliate or Plan Sponsor member in good standing. The Government Affairs Chair is the leader of the Government Affairs Committee.

Government Affairs Chair – Appointed by the Board of Directors

- Two Year Term (In addition to Vice Chair Term and any Committee Member Term)

Government Affairs Vice Chair – Recommended by the Chair and Appointed by the Board of Directors

- One 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

Committee members and the Vice Chair report to the Government Affairs Chair. The Chair reports to the GAPPT President and the Board of Directors. Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

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.

Government Affairs Committee members will generally serve two year terms, with one half of the Committee rotating off annually; terms will begin and end at the Annual Conference. The Government Affairs Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

Committee Member Resignation or Removal

A committee member may resign from their position by giving written notice to the Government Affairs Chair. A committee member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Government Affairs Committee meetings.

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 approval by the Board of Directors.



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Government Affairs Committee Member Responsibilities

Active Government Affairs Committee members should:

- Monitor legislative issues which affect the GAPPT and its Membership;
- Inform the Board of Director and the Membership of important legislative and legal developments;
- With input from the Board of Directors, develop and implement legislative initiatives;
- Prepare for and attend Government Affairs 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 Government Affairs 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.

Government Affairs Chair Responsibilities

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

The Government Affairs Chair should:

- 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.

Government Affairs Committee Information

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

- **Documents:** The Government Affairs Chair should be familiar with the following:
 - The Association bylaws;
 - All GAPPT policies relating to legislative efforts;
 - The education requirements of the Certified Public Pension Trustee (CPPT) program; and
 - The GAPPT calendar and planning timeline.
- **Meetings:** It is expected that the Government Affairs Committee meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The Government Affairs 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 Government Affairs Chair.



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GAPPT Calendar and Planning Timelines

An updated GAPPT Calendar will be given to the Government Affairs 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 GAPPT Communications Committee. Questions or concerns may be directed to the Government Affairs Chair at director2@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org.