



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

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

Membership Committee Overview

The Membership Committee, along with the Board of Directors and Executive Director, is responsible to recruit membership in the GAPPT, to ensure the retention of current members, and to help the Association achieve steady growth. The Executive Director will cooperate with the Membership Committee regarding database information and marketing material.

Membership Committee Structure and Appointment

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

Membership Chair – Appointed by the Board of Directors

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

Membership 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 Membership Chair. The Membership 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.

Membership 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 Membership 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 Membership Committee 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 Membership 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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Membership Committee Member Responsibilities

Active Membership Committee members should:

- Organize and implement an effective program to recruit new members and to retain current members;
- Obtain current information with respect to eligible prospective members;
- Periodically survey the membership to determine member needs and level of satisfaction concerning association services, programs, and benefits. Provide the survey results to the Board of Directors.
- Organize a specific program to increase retention of new members through personal contact with these individuals during the year.
- Welcome all new GAPPT members and introduce new and first time attendees to the Board of Directors and other association members.
- Represent the Association's membership and provide ideas about what public pension trustees, administrators, and plan staff may want to know and learn at the educational events;
- Prepare for and attend Membership 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 Membership 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;
- Encourage other professionals in the public pension industry to attend GAPPT educational events and programs;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

Membership Committee Chair Responsibilities

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

The Membership 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 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;
- 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.



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

- **Documents:** The Membership Chair should be familiar with the following:
 - GAPPT policies associated with educational events, including policies concerning complimentary registration, and expenses;
 - Evaluations or other survey results from previous educational events; and
 - The GAPPT calendar and planning timeline.
- **Meetings:** It is expected that the committees meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The committees 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 Membership Chair.
- **Marketing and Promotion:** The Executive Director, with input from the Committee, will coordinate the design, printing, and distribution of all promotional materials.

GAPPT Trustee School Scholarship Program

In 2017, the GAPPT established a scholarship program to promote the Trustee School and Association to prospective Pension Plans and their trustees. The Membership Committee plays an important role in identifying, contacting, and choosing scholarship recipients.

The following information is intended to support the Trustee School Scholarship Program.

- **Scholarship Recipient Identification:** In April, the Membership Committee should begin identifying prospective Plans and/or plan members who may benefit from participating in the Scholarship Program.
- **Board of Directors Approval:** At the August Board of Directors meeting, the Membership Chair will submit a list of acceptable candidates for approval.
- **Invitation and Application:** The Committee should invite scholarship candidates with enough time to consider each application. The Committee, with help from the Executive Director, is responsible for updating the Scholarship Application, as needed.
- **Scholarship Acceptance and Trustee School Enrollment:** The Membership Chair should inform the Board of Directors of all approved and accepted recipients. The Chair should also work with the Executive Director to confirm the scholarship participants' Trustee School registration and hotel arrangements.
- **Follow Up:** The Committee should follow up with all recipients in a timely fashion to ascertain their future participation, event experience, and any comments or suggestions.

GAPPT Calendar and Planning Timelines

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