



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Program Committee

General Information, Responsibilities and Event Planning

(Approved August 24, 2017 – Revised October 22, 2020)

Program Committee Overview

The Program Committee, along with the Board of Directors, is responsible for program content and speaker selection at both the Trustee School and Annual Conference. The Executive Director is responsible for any and all event arrangements, including networking events, meals, facility management, registration, exhibit hall, printed material, and event app.

GAPPT Educational Events General Information

The GAPPT hosts the following events:

- **The Annual Trustee School:** The Trustee School is held over two days and is comprised of Basic, Advanced and Continuing Education Courses. Participants who successfully complete the Advanced Course receive a Certified Retirement Plan Fiduciary™ (CRPF™) designation.
- **The Annual Conference:** The Conference is held annually. It contains two and a half days of educational programming, including several general sessions and two tracks of breakout 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 carries out negotiations and contractual agreements on behalf of the Board of Directors and the association.

Program Committee Structure and Appointment

To serve on the Program Committee, an individual must be a GAPPT Affiliate or Plan Sponsor member in good standing. The Program Chair is the leader of the Program Committee. The Education Committee supports the Program Committee by focusing on the annual Trustee School and the Certified Retirement Plan Fiduciary™ (CRPF™) curriculum.

Program 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

Trustee School Subcommittee Chair and Program Committee Members – Recommended by the Program Chair and appointed by the Board of Directors

- Two Year Term

Committee and subcommittee members, including the Trustee School Subcommittee Chair and Program Committee Vice Chair, report to the Program Chair. The Program Chair reports to the GAPPT President and the Board of Directors. Program Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

Because of the important role of the Program Committee in representing the perspective and needs of our membership, high priority of appointments is given to active members and their institutions.

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.

Program 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.



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Committee Member Resignation or Removal

A committee member may resign from their position by giving written notice to the Program Chair. A 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;
- Abusing the authority of their position;
- Failing to disclose a conflict of interest with respect to any matter involving the GAPPT;
- Failing to attend three (3) regularly scheduled Program Committee meetings in a calendar year; or
- Failing to attend two (2) consecutive regularly scheduled Program Committee meetings.

Additional information regarding removal procedures is included in the association bylaws.

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.

Program Committee Member Responsibilities

Active Program Committee members should:

- Contribute conceptual suggestions about general session topics and recommend general session speakers (Annual Conference);
- Generate ways to add value and appeal to the association's educational events and to encourage the highest possible attendance;
- Provide input in the selection of topics for breakout sessions (Annual Conference) and the Continuing Education Track (Trustee School);
- Provide input in the selection of speakers for the Annual Conference and Trustee School.
- 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 Program Committee meetings, participate, follow through on any given assignments, and review the agenda and supporting materials prior to meetings;
- Develop specific skills, such as identifying potential sponsors or exhibitors, identifying potential speakers, encouraging GAPPT members to apply for future Program Committee member positions, and learning more about the substantive program areas of the organization; and
- 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.



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Program Chair Responsibilities

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

The Program Chair should:

- 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;
- 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.

Educational Event Planning and Information

The following information is intended to support a successful GAPPT educational event.

- **Documents:** The Program Chair and committee members should be familiar with the following:
 - GAPPT policies associated with educational events, including policies concerning complimentary registration, expenses, and speakers;
 - 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.
- **Initial Outline:** An outline of the intended educational event should be developed with the Executive Director. It should include a draft of the tentative schedule and any content that is known. This outline should be submitted to the Board of Directors for approval.
- **CRPF™ Curriculum:** The Trustee School and the Certified Retirement Plan Fiduciary™ (CRPF™) designation have a structured course curriculum. Any modifications to the course outlines and class topics need final approval from the Board of Directors.
- **Speaker/Topic Database:** Speakers, Annual Conference topics, and Trustee School Continuing Education Course topics are selected through submissions to the Speaker/Topic Database, as well as recommendations from committee members. The Executive Director will assist in the production and coordination of the Speaker/Topic Database. The committee will evaluate the submissions, and with the Executive Director, notify speakers of their selection status.
- **Speakers/Instructors:** The Executive Director will report to the committee regarding required speaker agreements, registrations, presentations, schedules, and any other necessary information.
- **Moderators:** The committee should select moderators who will introduce each speaker and facilitate the session. The Executive Director will work with the committee members to coordinate the moderators' involvement at the event.



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Educational Event Planning and Information (continued...)

- **Ad Hoc Committees:** The committee may establish ad hoc committees as necessary for an event, (i.e. Golf Tournament Committee).
- **Exhibit Area:** The Executive Director will coordinate the exhibit area, and will handle any details prior to and during the Annual Conference as defined by the exhibit policy.
- **Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Program Chair. The GAPPT Board of Directors approves the educational event's budget, which includes any and all speaker fees.
- **Sponsorship:** The Board of Directors, with input from the Executive Director and committee members, will decide and approve event sponsorship opportunities, cost and sponsor benefits.
- **Promotion:** The Executive Director, with input from the committee members, will coordinate the design, printing, and distribution of the conference program, exhibitor information, sponsorship opportunities, event app, and all other promotional materials.
- **Registration Material:** The Executive Director is responsible for ensuring event attendees receive registration material, (i.e. name badges, programs, surveys, and any other relevant information).

GAPPT Calendar and Planning Timelines

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