



# Georgia Association of Public Pension Trustees

## Promoting Education for Georgia's Public Retirement System Fiduciaries

### **Affiliate Committee Guidelines**

#### General Information and Responsibilities

*Effective Date: August 24, 2017 | Revision Date: January 25, 2022*

#### **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.

#### **Structure and Appointment:**

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

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

**Affiliate Committee 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 are automatically members of the Affiliate Committee.

The Affiliate Committee Vice Chair reports to the Chair, and the Chair reports to the GAPPT President and the Board of Directors.

Affiliate Committee Chair and Vice Chair terms begin and end at the Annual Conference.

Any ad hoc Affiliate Committees will consist of members sufficient in number to handle its activities and responsibilities.

#### **Member Qualifications:**

An individual must be an individual GAPPT Affiliate member to be a member of the Affiliate Committee.

#### **Resignation or Removal:**

The Affiliate Committee 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. Reasons for removal may 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 with respect to any matter involving the GAPPT;

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 while conducting or engaged in duties as allowed by GAPPT policy and with Board of Directors approval.

#### **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 retirement system 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.

### **Chair and Vice Chair Responsibilities:**

In addition to the responsibilities required of a committee member, the Affiliate Committee Chair, with assistance from the Vice Chair, is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting agendas.

The Affiliate Committee 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;
- Serve as a 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.

The Affiliate Committee Vice Chair should:

- Attend GAPPT Board of Directors meetings; and
- Serve as a voting member in the absence of the Affiliate Committee Chair.

### **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.

**Meetings:** It is expected that the Committee meet annually as a group via videoconference or in person at the annual conference.

**Ad Hoc Committees:** The Committee may establish ad hoc committees as necessary. Any ad hoc committees will consist of members sufficient in number to handle the committee's activities and responsibilities.

**Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Affiliate Committee Chair.

### **Calendar and Planning Dates:**

An updated GAPPT Calendar will be given to the Affiliate Committee 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](mailto:affiliatechair@gappt.org), the GAPPT President at [president@gappt.org](mailto:president@gappt.org), or the Executive Director at [execdirector@gappt.org](mailto:execdirector@gappt.org).*