



Georgia Association of Public Plan Trustees®

Promoting Education for Public Retirement System Fiduciaries

Affiliate Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: October 15, 2025

Overview:

The Affiliate Committee supports the mission of the Georgia Association of Public Plan Trustees® (GAPPT) and its educational initiatives by contributing ideas and committing resources.

Structure and Appointment:

Affiliate Committee Chair - Elevated to Chair after one year as Affiliate Vice Chair.

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

Affiliate Committee Vice Chair – Elected by the Affiliate members 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.

The terms for Affiliate Committee Chair and Vice Chair start and end at the Annual Conference.

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

Member Qualifications:

An individual must be a GAPPT Affiliate member in good standing.

Resignation or Removal:

The Affiliate Committee Chair or Vice Chair may resign by providing written notice to the Board of Directors. The Chair and Vice Chair can be removed from their positions at the sole discretion of the Board of Directors. Reasons for removal 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 concerning any matter involving the GAPPT.

Additional information is included in the GAPPT 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 the Board of Directors' approval.

Refer to the GAPPT Reimbursement Policy.

Member Responsibilities:

Active Affiliate Committee members should:

- Support the GAPPT by contributing ideas and committing resources.
- Prepare for and attend ad hoc committee meetings by asking questions, following through on any assignments, and reviewing supporting materials beforehand.

- Encourage GAPPT members to pursue future committee roles.
- Stay updated on GAPPT events by monitoring its website, participating in its educational programs, and learning more about the issues that influence public retirement system trustees.
- Act as an ambassador for the GAPPT.
- Communicate effectively with other committee members.
- Avoid conflicts of interest and adhere to GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

Chair and Vice Chair Responsibilities:

Along with the responsibilities of a committee member, the Affiliate Committee Chair, with help from the Vice Chair, is expected to lead their committee and work with GAPPT Staff to create work plans and meeting reports.

The Affiliate Committee Chair should:

- Review these guidelines annually and provide updates to the Executive Director.
- Attend GAPPT Board of Directors meetings and serve as a voting member.
- With assistance from the GAPPT Staff, maintain regular communication with the committee members.
- Approve committee meeting agendas before their distribution.
- Report to the committee on the Board of Directors' decisions that affect the committee's work.
- When appropriate, assist the committee in recommending new policies, programs, and services that will advance the mission and goals of the GAPPT and its Board of Directors.
- When appropriate, propose recommendations to the President and Executive Director for forwarding to the Board of Directors.
- Act as a facilitator by leading and supporting discussions during committee meetings.
- Report on the committee meetings, including decisions made and follow-up actions to be taken, with deadlines for implementation.

The Affiliate Committee Vice Chair should:

- Attend GAPPT Board of Directors meetings.
- Serve as a voting member when the Affiliate Committee Chair is absent.

Committee Information:

The following information will assist the Affiliate Committee in its role.

Documents: The Affiliate Committee Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies regarding its Affiliate members and events.
- The GAPPT calendar.

Meetings: The Affiliate Committee is expected to meet at least annually at the Annual Conference.

Ad Hoc Committees: The Affiliate Committee may form ad hoc committees as necessary. Each ad hoc committee should have enough members to manage its tasks and responsibilities.

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

GAPPT Calendar and Planning Dates:

The GAPPT Calendar will be provided to the Affiliate Committee Chair before January 1st. Any additions or changes should be submitted to the GAPPT Staff for inclusion.

Thank you for serving on the Affiliate Committee. Questions or concerns may be directed to the Affiliate Committee Chairperson or info@gappt.org.