Program Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: October 16, 2026

Overview:

The Program Committee, with help from the Board of Directors and the Certified Retirement Plan Fiduciary™ (CRPF™) Leadership Team, the Defined Contribution Plan Fiduciary™ (DCPF™) Subcommittee, and the Certified Advanced Fiduciary Designation™ (CAFD™) Subcommittee, handles program content and selects presenters for Georgia Association of Public Plan Trustees® (GAPPT) educational events. The Executive Director, supported by the GAPPT Staff, manages presenter submissions and all event logistics, including planning additional networking opportunities, meals, audiovisual needs, registration, exhibits, publications, and event apps.

Educational Events General Information:

The GAPPT hosts the following educational events:

- **The Annual Trustee School:** The Trustee School is held over two days and offers the CRPF™ Courses and a Continuing Education Course.
- **The Annual Conference:** The Conference is held over two and a half days and offers two tracks of continuing education 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, on behalf of the Board of Directors and the GAPPT, is responsible for event negotiations and contractual agreements.

Certified Retirement Plan Fiduciary™ Curriculum:

The CRPF™ Leadership Team supports the Program Committee by developing and reviewing the CRPF™ curriculum.

Defined Contribution Plan Fiduciary™ Curriculum:

The DCPF™ Subcommittee supports the Program Committee by developing and reviewing the DCPF™ curriculum.

Certified Advanced Fiduciary Designation™ Curriculum:

The CAFD™ Leadership Team supports the Program Committee by developing and reviewing the CAFD™ curriculum.

Structure and Appointment:

The Program Chair is the leader of the Program Committee.

Program Committee 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

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

- Two-Year Term

Program Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors.

The Program Committee will have enough members to manage its activities and responsibilities. Generally, a person should not serve on more than one committee at a time, nor should two individuals from the same institution serve on the same committee.

Program Committee members typically serve two-year terms starting on May 1st and ending on April 30th. Members may be eligible for reappointment if recommended by the Program Committee Chair and approved by the Board of Directors.

Member Qualifications, Professional Development and Evaluation:

To serve on the Program Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing. Plan Sponsor committee members must have experience as a public retirement system trustee or staff member. Affiliate committee members must have a bachelor's degree or higher, an advanced professional designation, or expertise in a field related to public retirement systems.

Because of the Program Committee's vital role in developing GAPPT educational programs, members must represent the broader membership.

Committee members acknowledge GAPPT educational policies and information and their continuing professional development on the **Acknowledgment Form for Educational Program Members**. This online form must be completed each year.

The Program Committee Chair evaluates committee members annually for their participation and compliance with these Guidelines.

Member Resignation or Removal:

A member may resign by giving written notice to the Program Committee Chair. Additionally, a member will lose their committee position if they are no longer associated with the organization that formed the basis for their GAPPT membership. A member may also be removed from their committee position for cause. 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.
- Failing to attend three (3) regularly scheduled Program Committee meetings in a calendar year.

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 Program Committee members should:

- Represent the GAPPT membership and suggest relevant subject matter topics for public retirement system trustees and staff members.
- Assist in selecting topics for general sessions, breakout sessions (Annual Conference), and the Continuing Education Course (Trustee School).
- Assist in selecting presenters for GAPPT educational events.
- Find ways to increase value for GAPPT educational events and boost maximum attendance.
- Prepare for and attend committee meetings by asking questions, following up on assigned tasks, and reviewing any supporting materials in advance.
- Communicate effectively with other committee members.
- Encourage GAPPT members to apply for future committee member positions.
- Act as an ambassador for the GAPPT.
- Encourage other public retirement system professionals to attend GAPPT educational events.

- Avoid conflicts of interest and adhere to GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

Chair Responsibilities:

In addition to the responsibilities required of a committee member, the Program Committee Chair is expected to guide the committee and collaborate with GAPPT Staff to develop work plans and meeting reports.

The Program Committee Chair should:

- Review these guidelines annually and provide updates to the Executive Director.
- Inform the GAPPT Staff of any committee roster changes.
- When necessary, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- Approve agendas of committee meetings before their distribution.
- Attend scheduled GAPPT Board of Directors meetings.
- Report to the Board of Directors on the committee's meetings, including decisions made and follow-up actions with deadlines for implementation.
- Approve any committee meeting agendas before their distribution.
- Act as a facilitator by leading and supporting discussions during meetings.
- Report to the committee on the decisions made by the Board of Directors that impact the committee's work.
- When appropriate, assist the committee in recommending new policies and procedures that support the mission and goals of the GAPPT.

Educational Event Planning and Information:

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

Documents: The Program Committee Chair and Committee members should be familiar with the following:

- The GAPPT Bylaws.
- GAPPT policies relating to educational events, as well as the CRPF™, DCPF™, and CAFD™ programs.
- O.C.G.A. § 47-1-17.
- Information regarding learning styles and learning outcomes.
- Evaluation results from previous GAPPT educational events or the general membership.
- The GAPPT calendar.

Meetings*:* The committee is expected to meet regularly and at annual educational events.

CRPF™ Curriculum: The Certified Retirement Plan Fiduciary™ (CRPF™) designation has a structured course curriculum. The CRPF™ Leadership Team develops and reviews all content.

DCPF™ Curriculum: The Defined Contribution Plan Fiduciary™ (DCPF™) designation has a structured course curriculum. The DCPF™ Subcommittee develops and reviews all content.

CAFD™ Curriculum: The Certified Advanced Fiduciary Designation™ (CAFD™) designation has a structured course curriculum. The CAFD™ Subcommittee develops and reviews all content.

Speaker/Topic Database: Presenters, session topics for the Annual Conference, and Trustee School Continuing Education Course topics are either chosen through submissions to the Speaker/Topic Database or based on recommendations from the Program Committee members. The GAPPT Staff manages the Speaker/Topic Database. The Executive Director or Program Committee Chair sends invitations to the selected presenters.

Presenters: The Executive Director provides presenter information and gathers agreements, registrations, presentations, and other necessary details.

Moderators: The Program Committee selects moderators to introduce each presenter and facilitate the session. The Executive Director manages and assesses the moderators' participation during the event.

Exhibits: The GAPPT Staff coordinates the Annual Conference exhibit area and logistics.

Sponsorship: The Board of Directors, with input from the Executive Director, Treasurer, and Program Committee, approves event sponsorships, including costs and benefits.

Publications and Media: The GAPPT Staff oversees the design, printing, and distribution of event publications and media materials.

Registration and Event Material: The Executive Director, with the help of the GAPPT Staff, is responsible for managing the event registration process and ensuring registrants receive the necessary information.

Ad Hoc Committees: The Program Committee may establish ad hoc committees as needed. Each ad hoc committee will have enough members to manage its tasks and responsibilities.

Budget: If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Program Chair. The Board of Directors approves all educational event budgets.

GAPPT Calendar and Planning Dates:

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

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