

IAWP Board Proposal

Committee Proposal

Proposal:

Create three categories of committees: Administrative, Standing, and Ad-Hoc

Why:

The previous board approved changes to the standing committees. This proposal outlines the duties of these committees as well as provides descriptions and explanations for administrative and ad-hoc committees. This provides a clearer delineation between the roles and responsibilities of the committees.

In addition this proposal provides context for how committee chairs are selected and their duties.

Implementation:

For standing committees, ad-hoc, and nominations immediately. For executive, with the implementation of the new bylaws.

Other Documents:

BYLAWS	STANDING RULES	HANDBOOK	Other
Yes	Yes, see attached	TBD	No

Attached:

Chapter Affiliation Agreement without addendums
Standing Rules Proposed Language
Bylaw Proposed Language (page 8)

IAWP Board Proposal - Committees

Proposed Language for Standing Rules

This language will be replace the current committee related sections of the IAWP Standing Rules.

11.1 TYPES:

There shall be three types of committees: Administrative, Standing, and Ad-Hoc

11.2 ADMINSTRATIVE COMMITTEES

The administrative committees shall be the Executive and Nominations Committee. The structure, membership, and roles of these committees is outlined elsewhere in this manual.

11.3 STANDING COMMITTEES

The primary purpose of standing committees shall be to consider and recommend actions and propose action and policies in the functional areas under their jurisdictions, subject to final approval by the Board of Directors. In addition, some standing committees have assigned, ongoing projects to manage and oversee from year to year.

The standing committees are awards, bylaws and resolutions, chapter development, conference, executive, international development, membership, and professional development. Committees are led by a chair appointed by the President and confirmed by the Board of Directors. The President may appoint coordinators, liaisons, and committee members at will. Each committee shall have at least two members in addition to the chair.

11.3.1 Standing Committee Descriptions

(a) Awards

This committee assists the administrative office in running the IAWP awards program. This includes:

- Promoting the awards program to the membership.
- Encouraging chapters to submit chapter awards.
- Judging nominations for individual, group, and chapter awards.
- Notifying winners and encouraging them to attend the annual awards ceremony at the Workforce Development Conference.
- Working with the conference committee in planning the annual awards ceremony.

- Publicizing the winners to the membership through a variety of means including IAWP publications as well as social media and local press releases.

(b) Bylaws and Resolution

This committee assists the president and Board of Directors in assuring that all association policies, programs, and procedures are developed and carried out in conformity with the IAWP governing documents. This includes:

- Receiving, analyzing, and preparing recommendations to the association on all proposed changes to IAWP's governing documents.
- Reviewing current and proposed changes to chapter bylaws and/or constitutions for conformity to IAWP's bylaws.
- Receiving and considering for approval all resolutions submitted by chapters, or where no chapter exists, by individual members.
- Maintain records of all association bylaws decisions and interpretations.
- Receive and consider all resolutions from IAWP's standing committees.
- Determine those resolutions to be placed before the conference and submits all approved resolutions to the conference at IAWP's annual business session.

In addition, the committee chair serves as the parliamentarian for the Board of Directors.

(c) Chapter Development

This committee assists the administrative office in developing existing and new chapters. This includes:

- Working with the District Directors in their role as liaisons to chapters.
- Maintaining chapter resources on the IAWP website.
- Facilitating the sharing of best practices amongst chapters.
- Assisting chapters as needed with programs, leadership, governing documents.
- Assists the Administrative office in reviewing Chapter Affiliation Annual Reports
- Planning and overseeing IAWP Day at the annual Workforce Development Conference.

(d) Conference

This committee assists the administrative office in planning the annual Workforce Development Conference. The committee chair oversees four subcommittees each led by a coordinator: Local Arrangements, Program, Retiree, Flash.

- *Local Arrangement*: plans the social and networking events for the conference including early bird, chapter night, awards ceremony, and banquet and ball as well as other events the committee determines.
- *Program*: plans all educational aspects of the conference program including opening and closing ceremonies, keynotes, general sessions, and breakout/concurrent sessions.
- *Retiree*: develops a conference program for retiree members. This may include a brunch, tours, and educational sessions as well as other events.
- *Flash*: designs and produces the daily conference newspaper.

(e) International Relations

This committee promotes participation and membership growth in the IAWP through building relationships with representatives of nations operating within the United States. This includes:

- Promoting IAWP membership and participation with workforce representatives at embassies and consulates
- Promoting international participation in the Annual Workforce Development Conference
- Establishing relationships with similarly situated international associations
- Establishing a relationship with the Department of *Labor's* Bureau of *International Labor Affairs* and the International Labor Organization (UN)
- Facilitating meetings and events on a cost-effective "virtual" basis
- Soliciting articles, reports etc. on workforce innovations occurring in other nations
- Leverage existing relationships with international members

(f) Membership

This committee assists the administrative office with initiatives to increase membership as well as encourage renewals. This includes:

- Developing and running spring and fall membership drives
- Developing membership benefits
- Improving the membership experience
- Welcoming new members to the association
- Reaching out to those members who did not renew
- Marketing membership to potential members
- Assisting with the annual member survey

(g) Professional Development

This committee assists the administrative office the professional development opportunities that IAWP offers our members. The committee chair oversees three subcommittees each led by a coordinator: webinars, WPDP updates, and CWP.

- *Webinars* – determines topics of interests for members, procures speakers, assists in marketing webinars to members, and produces the webinars each month.
- *WPDP Updates* – Each September this subcommittee reviews the current content of WPDP for accuracy as well as identifies and adds new content based on new laws.
- *CWP* – maintains relationship with current CWP designees as well as markets the certification to those who complete WPDP. Works to ensure designees recertify on time.

11.3.2 Committee Chair Appointment

The President will provide to the Board of Directors a letter of support for each committee chair appointee at least ten (10) days prior to the board meeting the confirmation vote is to take place. The letter shall include the qualifications of the appointee to lead the committee. The Board may choose to accept a nomination by the President for an ad-hoc committee chair at the meeting in which the committee is formed.

11.3.3 Role and Responsibilities:

The role of the committee chair is to lead their committee in the work assigned in the committee descriptions below as well as other work, projects, or tasks as assigned by the Executive Director, President, or Board of Directors.

Responsibilities include:

- Calling and running meeting at least monthly, more often if necessary
- Providing updates to the Executive Director and President after each committee meeting
- Submit a committee report at least two weeks prior to each board meeting
- Following all rules, policies, and procedures of IAWP
- Working in alignment with and in support of the goals of IAWP
- Ensuring committee is completing routine and assigned tasks in a timely manner
- Attend and actively participate in Board of Director meetings as a non-voting advisor
- Mediating conflicts of committee members

11.3.4 Reporting

Committee Chairs shall report administratively to the Board, to the Executive Committee, or to an Officer, as determined by the Executive Committee.

11.3.5 Term

The term of each committee chair shall be until terminated by the President, or until a new President takes office, whichever is sooner. Resignations of committee chairs will be automatically effective when a new President takes office, but committee chairs will continue until a successor is appointed.

11.3.6 Vacancies

Should a committee chair become vacant, the President may appoint a new chair following the prescribed process in this manual.

11.4 AD-HOC COMMITTEES

The IAWP President or Board of Directors may choose to form any number of Ad-Hoc Committees to work on special projects or to address current needs of the association. These committees shall be chaired by a Director and have at least three committee

members appointed by the President. All Ad-Hoc committees must have a stated purpose, goals and objectives, and a date the committee will sunset.

11.5 AUTHORITY

All Committees shall be subject to instructions from the Executive Committee and the Board of Directors, and shall make recommendations to them.

11.6 SHARED PURPOSE

Since the areas of responsibility of some committees may overlap, it is the intention of these Standing Rules that the chairs of such committees and their respective board chair communicate and cooperate with each other, in the best interest of IAWP. The Vice-President shall insure that no important function is unfulfilled because of an idiosyncrasy of the committee structure.

11.7 ANNUAL REPORTS

Each committee chair shall submit a written report annually to the Board, in a manner determined by the Executive Committee. Board Committee reports shall incorporate the reports of the committees grouped within them.

NOMINATING COMMITTEE

7.1 NOMINATING COMMITTEE

A Nominating Committee, composed of two (2) District Directors and the Immediate Past President, shall be appointed each year by the President.

The Immediate Past President shall serve as chair of the Nominating Committee.

7.2 DUTIES OF NOMINATING COMMITTEE

The Nominating Committee will...

- Develop process to solicit and vet nominations from the membership for open board positions;
- Solicit nominations from the membership for open board positions;
- Review and vet nominations to determine if nominee meets qualifications for desired position;
- From qualified nominees, collect biography, candidate profile, and a high resolution photo; and

- Forward a list of qualified candidates with biography, candidate profile, and high resolution photo for each, to the IAWP Administrative Office no later than 90 days from the annual meeting of the membership.

EXECUTIVE COMMITTEE

10.2 EXECUTIVE COMMITTEE

The elected officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board. The uncompensated members of the Executive Committee shall be responsible for conducting the performance review of the Executive Director. The Executive Director serves on the committee ex officio without a vote.

10.2.1 Quorum

A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee. The President shall call such meetings of the Executive Committee as the business of IAWP may require.

10.2.3 Telephone Conference or Electronic Meetings

Subject to the provisions of the Bylaws regarding notice and quorum, meetings of the Executive Committee may be convened via conference telephone or other electronic equipment that allows participants to communicate with each other.

Current reference in bylaws:

This includes establishing such committees as it may consider necessary or convenient for the conduct of the business and other affairs of IAWP, including an Executive Committee, comprised of the duly elected officers and six (6) other directors appointed by the Board, imbued with the appropriate delegated authority to conduct the business and other affairs of IAWP in the intervals between the meetings of the Board of Directors, subject to the direction and control of the Board.

Proposed language in bylaws:

An Executive Committee comprised of the duly elected officers is imbued with the appropriate delegated authority to conduct the business and other affairs of IAWP in the intervals between the meetings of the Board of Directors, subject to the direction and control of the Board.