



## **TERSSA Committees**

### **Standing Committees**

Unless otherwise designated, the President will appoint chairs in consultation with other officers. All states will be represented, if possible. The President and/or Chair of each committee will then appoint individual committee members to the respective committee for a one-year term. A majority of the members of any committee shall constitute a quorum. A report will be submitted by each committee to the membership at Executive Board meetings, at the Annual meeting, and as deemed necessary by the President.

### **Awards Committee**

Committee shall plan for the annual meeting recognition of members' years of service awards and other awards as established by the association. The Chair will be appointed by the President.

### **Annual Meeting Committee**

Committee shall plan the details of the annual meeting.

Professional Development Committee for the annual meeting will explore educational opportunities and professional growth where association membership will be promoted.

Activities and Events Committee shall plan social activities for the annual meeting to enhance professionalism, as well as personal involvement of the association members, and encourage area activities.

Consideration will be given to the presiding President as to the location of the annual meeting. The planning committee will work with the President regarding suggestions of location of the annual meeting and opportunities for numerous professional development sessions.

The Chair will be appointed by the President.

### **Nomination Committee**

Committee shall secure nominations for the officer positions from the membership. The committee chair will report on secured nominations at the annual meeting, at which time additional nominations from the floor shall be permitted. Members nominated from the floor must be present to accept or decline the nomination. Voting will be conducted by secret ballot. The Chair will be appointed by the President.

### **Finance Committee**

The Treasurer will serve as Committee Chair. Committee shall be responsible for developing and proposing the budget.

### **Bylaws Committee**

The Vice President will serve as Committee Chair. Committee shall be responsible for research and review of proposed changes, recommendations to Executive Committee and/or Executive Board regarding proposed changes and following approval of any action by vote of membership, Chair of committee will update the bylaws by submitting to Webmaster for posting on official association website.

### **Scholarship Committee**

Committee shall have responsibilities as follows:

- Chair will establish a committee and provide a cover letter to members of the committee.
- The cover letter will contain instructions on how to apply, the email address of the Committee Chair, and a due date.
- Have the committee members email cover letters, by a specific date, to each state association.
- The Committee Chair will acknowledge, by email, receipt of all complete applications. All completed applications and recommendation forms, which meet all the requirements, should be received when possible at least 60 days prior to the annual conference. The committee members shall be notified when the applications have been received.
- The Chair is responsible for communicating with the Treasurer about any funds contributed for that year's scholarships. In addition, the Chair is responsible for ensuring that these funds are distributed, in accordance with the recommendations of the committee members.
- Committee members will review the application packets and provide feedback to the Chair. The Chair will select at least 3 unbiased judges to make their individual top 3 choices and provide this information to the Chair who will then share with the rest of the Committee members. The Chair and Committee members can then use the system of 1 equaling 3 points, 2 equaling 2 points and 3 equaling 1 point. All will be calculated to define the true winner(s).
- The Committee Chair will notify the TERSSA President, in writing, the chosen applicant's name and address. The TERSSA President will notify the winner(s) either personally or by email. The recipient(s) will be asked to submit a bio and picture to be posted on the website. Prior to actually receiving the monetary award(s), the recipient(s) must follow all criteria based on the Scholarship Application Form. The scholarship recipient(s) will be recognized at the TERSSA Annual Conference and the biography and photograph will be posted on the TERSSA website.

### **Public Relations Committee**

The President will appoint a Committee Chair. Committee shall be responsible for compiling and editing articles for newsletter. This committee shall also be responsible for preparing and distributing newsletter via webpage/e-mail to membership, including retiree and honorary members.

### **Outreach and Marketing Committee**

The President and Webmaster will serve as resource members to this committee. Committee responsibilities:

- Each member of the committee is responsible for actively engaging participating and non-participating states to form connections and encourage membership in TERSSA.
- Seek TERSSA representation at local, state and national conferences in order to promote awareness of TERSSA and membership benefits. • Encourage and assist the TERSSA webmaster in social media platforms (including, but not limited to Facebook) to promote awareness and benefits of TERSSA.
- Maintain and update annually TERSSA marketing pieces including but not limited to: flyers, videos and traveling display.
- Seek new and creative avenues to professionally support TERSSA members (example: sharing training opportunities across state lines). The Chair will be appointed by the President.

### **Special Committees**

The President may appoint any special committee deemed necessary. These special committees will report to the Executive Committee and perform the duties so designated. A majority of the members of any committee shall constitute a quorum