

## **Current Standing Committees of the Board (August 2011-June 2012)**

### **Appeals (Executive Committee)**

- Assist currently funded members who have submitted unsuccessful TRIO proposals with the appeals process, and to work closely with the national office
- Provide written progress reports as necessary

### **By-laws-**

- Complete a review of the current Association By-laws as well as COE's By-laws, and recommend any necessary revision suggestions stemming from that review
- Generate, via survey, the membership's concerns with the current By-laws, and determine if changes need to be made
- Complete an initial review and make a final determination of needed revisions by the January Board meeting
- Present suggested changes to the membership at or before the annual conference for Ratification
- Provide written progress reports at each Board meeting

### **Conference-**

- Develop and organize a comprehensive and relevant professional development experience for employees of TRIO and other educational opportunity programs
- Establish goals reflecting the total number of conference participants desired
- Create sub-committees to assist in coordinating a comprehensive conference
- Provide written progress reports at each Board meeting

### **Emerging Leaders-**

- Develop and organize professional development and leadership training workshops for new members and those interested in future Board service
- Provide written progress reports at each Board meeting

### **Fair Share**

- Manage and oversee AEEE's fair share progress
- Communicate with the membership regarding the importance of and benefits of institutional membership in COE
- Assist the Association in exceeding its fair share expectation
- Identify, establish, and maintain contact with possible funding sources for the work of the Association
- Provide written progress reports at each Board meeting
- Correspond with the general membership once per semester, and non-subscribers and non-institutional members on an on-going basis
- Ensure that all correspondence indicate the association's status as a 501(c)3 non-profit charitable organization and that all gifts are tax-deductible
- Provide written progress reports at each Board meeting

### **Finance (President Elect and Treasurer must be on this committee)**

- Create a five-year plan for the Association's fiscal matters
- Maintain and complete tax forms in a timely manner (seek professional assistance)
- Ensure the timely filing of articles of incorporation
- Have the Association's fiscal records audited annually by a competent professional
- Provide written progress reports at each Board meeting

### **Membership (chaired by the President-elect)**

- Actively promote membership
- Determine membership status and eligibility for the purposes of participation in the Association's activities
- Retain membership information for immediate ease of use
- Track current membership trends
- Increase membership, including new and lapsed members
- Provide written progress reports at each Board meeting

### **Nominations and Elections (chaired by the Immediate Past-President)**

- To determine openings on the Board for the succeeding year
- Solicit nominations from the membership in accordance with the Association's Policy's and By-laws
- Hold elections in a timely manner in accordance with our By-laws
- Provide written progress reports at each Board meeting

### **Policy Seminar (Government Relations)-**

- Recruit and organize approximately 10 AEEE members so serve as "Team Leaders for New Jersey and New York." (Individuals deemed "Team Leaders" will bear the responsibility of contacting congressional representative offices normally in their own general geographic region and scheduling appointments for that day.)
- Coordinate visits to all representatives from New York and New Jersey during the Council's Policy Seminar.
- Regularly inform membership about funding concerns and advocacy efforts
- Conduct a Policy Update session at the AEEE Annual Conference
- Provide written progress reports at each Board meeting

### **Publications-**

- Ensure regular and timely communication of information between Board members and the general membership
- Solicit information from the membership regarding program news and contribute these regular updates to the AEEE website
- Develop and publish an informational brochure about the Association
- Provide written progress reports at each Board meeting

**Strategic Plan-**

- Develop a strategic plan for the Association that will ensure its survival and the continuity of its programming over the next five year period
- Answer the following four questions: Who are we? Where are we now? What do we want to be in the future? How do we get there?
- Provide written progress reports at each Board meeting

**TRIO Day-**

- Develop, plan, publicize and implement regional TRIO Day celebrations
- Provide written progress reports at each Board meeting