

## Standing Committees

The purpose of this section is to provide information to assist standing committees in carrying out their respective functions. For each standing committee, there is:

1. The purpose of the committee
2. Committee membership guidelines
3. Duties of the committee, and
4. Duties of the Chair

The standing committees are:

1. Awards Committee
2. Budget Committee
3. Bylaws and Standing Rules Committee
4. Legislative Committee
5. Marketing/Membership/Linkages Committee
6. Nominating Committee
7. Program of Work Committee
8. Publications Committee
9. Strategic Planning Committee
10. Technology Committee

General Policies Concerning Standing Committees

1. The president shall appoint the members and Chair of each standing committee.
2. The membership on the standing committees shall be as follows:
  - a. **Awards Committee:** The committee shall consist of the immediate past president and one person from each member state. In the absence of a State Membership Director serving, the state president or an appointee by the president may serve as the awards representative from that state. The immediate past president shall serve as the Chair. The Chair will NOT rank the nominees
  - b. **Budget Committee:** The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the Chair.
  - c. **Legislative Committee:** The committee shall consist of the president, past president, and three members of the Administrative Board or past board members. The president shall appoint the Chair.
  - d. **Marketing/Linkages/Membership Committee:** The committee shall consist of the state membership director from each member state, the NCBEA Director to the NBEA Executive Board, and the regional membership director. The regional membership director shall serve as the chair.
  - e. **Nominating Committee:** The committee shall consist of the immediate past president, and four other current and/or former Administrative Board

members. The immediate past president shall serve as Chair. If one of the members of the Nominating Committee becomes a nominee for an office in NCBEA in the year the member is serving on the committee, the president shall appoint a replacement for that member when individuals are being considered for the office for which the original committee member is a nominee.

- f. **Program of Work Committee:** The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the Administrative Board. The president and president-elect shall serve as co-Chair.
  - g. **Publications Committee:** The committee shall consist of the NCBEA Director to the NBEA Executive Board, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair.
  - h. **Strategic Planning Committee:** The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the Administrative Board. The president shall serve as chair and the president-elect shall serve as vicechair.
  - i. **Technology Committee:** The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.
3. Each committee shall be governed by the policies established for that committee by the Administrative Board.
  4. Each Chair shall be responsible for completion of the duties established for that position by the Administrative Board.