**COMMITTEE DESCRIPTIONS**

**Section 4.08(c)** **Nominations and Elections Committee:** This committee shall consist of the last three past Presidents who are active members of the Society and/or fellows as designated by the Board of Directors. The immediate Past President shall serve as Chair of the committee. It shall be the responsibility of this committee to accept nominations for the Board of Directors, the President-Elect, the secretary, the treasurer, and other elective officers as may be established. The nominations committee shall make an effort to insure a slate of nominees that reflects the diversity present in the Society. This committee shall be responsible for the conducting of elections, including preparation and distribution of ballots, receipt and protection of voted ballots, counting and certification of the vote, and announcement of the tabulation of the vote. This committee shall provide professional profiles of all nominees to be shown on the ballot. This committee shall also be responsible for conducting other voting by ballot that may be necessary. Voting fellows shall be provided the privilege of casting secret ballots. *(NOTE: Details are located in Section 5.10)*

**Section 4.08(d)** **Membership Committee:** This committee shall consist of at least three members appointed by the Chair of the committee. This committee is responsible for recruiting and promoting membership. This committee will be responsible for the annual membership drive and will focus on all categories of membership. This drive should start no later than October 1. This committee shall also be responsible for monitoring the qualifications of members to maintain active status and for recertifying the qualifications of members. The committee shall maintain a current directory and mailing list of all Society members*. (NOTE: Details are located in Section 5.09)*

**Section 4.08(e)** **Governance Committee:** This committee shall consist of at least three members appointed by the Chair of the committee. This committee is responsible for developing and promoting a code of professional ethics for members. This committee shall develop procedures for investigating and administering discipline in matters involving members of the Society. This committee shall be responsible for proposed changes to the code of professional ethics. This committee shall report to the Board of Directors any evidence it has concerning violations by members of the ethical practices endorsed by the Society. This committee shall also be responsible for drafting proposed changes to the bylaws, monitoring the constitutional procedure for amending the bylaws and updating the Standard Operating Procedures. *(NOTE: Details are located in Section 5.11)*

**Section 4.08(f) Public Relations/Publications Committee:** This committee shall consist of at least three members appointed by the Chair of the committee. This committee shall be responsible for all aspects of the Society’s public relations such as media platforms, press releases and news articles. This committee shall be responsible for publishing and disseminating a periodic newsletter to the membership, and for coordinating other publication efforts as needed, including the Society Web site. The committee shall also assist the membership committee in the recruitment of members. *(NOTE: Details are located in Section 5.13)*

**Section 4.08(g) Program Committee:** This is an empowered committee. The chair of the program committee shall be the President-Elect of the Society who shall appoint members of the committee. The committee shall schedule speakers and plan programs for workshops, seminars, and the annual educational conference sponsored by the Society. For the annual educational conference and business meeting, the committee shall coordinate closely with the Board. *(NOTE: Details are located in Section 5.12)*

**Section 4.08(h) Audit Committee:** The committee shall consist of at least two members appointed by the Chair of the committee. The committee shall audit the financial records of the Society and shall present a report to the Board of Directors. The audit should be conducted at the beginning of the new fiscal year and at other times as determine by the Board. The Chair and the other members serving on this committee should not be on the current Board of Directors. *(NOTE: Details are located in Section 5.15)*

**Section 4.08(i**) Budget Committee: The Budget Committee shall consist of the Treasurer, the President-Elect and one other Board member selected by the President. This committee is responsible for preparing annually the proposed budget that is presented to the Board of Directors for approval. The committee, with input from other standing committee chairs, shall prepare and submit a balanced budget based on anticipated revenues and expenses no later than the February Board meeting.