



*California Council of IAIP*

## **Committee Chair Description of Duties**

### **Audit:**

- This committee meets during the Council Meeting for the purpose of auditing the CA Council financial accounts and records.
- The CA Council Fund Trustee will prepare a Financial Report annually, prior to the Annual Meeting, which is to be provided to the Audit Chair with the financial records, as follows:
  1. Annual Financial Report of the Trust Fund and Annual Audit Report of the Trust Fund from the prior year.
  2. Annual Financial Report of the Trustee for the current year.
  3. All bank statements and the documentation that applies to each statement.
- Audit Forms are provided in the file for use in preparing the audit report. Blank forms can be copied for future needs.
- The books will include beginning and ending balances for the checking and savings accounts with any deposits, disbursements and interest as submitted by the CA Council Fund Trustee.
- The chair and committee will review, sign off and note if books are found to be in order or not in order.
- The chair of the committee completes the audit form and makes an oral report of their findings during the Business Session.
- Immediately following the oral report, the audit chair turns over the completed audit form to the Secretary of the Council Meeting, the Council Director and the CA Council Fund Trustee with a copy in the audit file.

### **Awards:**

- The Council Director assigns the Awards Chair and committee.
- The committee shall administer the Council awards as outlined in the bylaws.
- The Awards Chair sends notification to members immediately upon assignment.
- The notification to members needs to include chair and committee contact information for all award categories, deadline to submit awards, link to awards manual and any other pertinent information deemed necessary by the awards chair.
- The chair accepts applications, confirms receipt of the applications and forwards applications to the selected judges.

- After the winners are chosen by the judges, the Awards Chair orders the plaques. They can be ordered from the International website or a private vendor. Keep in mind the allotted reimbursement for each plaque.
- Send receipt and completed reimbursement form to the CA Council Trustee Fund Chair.
- The Awards Chair will announce the winners and present the plaques at the Council Meeting Awards Banquet.
- The Council Director Assistant presents the Gayle Reskin Angel Award.
- The CWC Chair presents the CWC Competition winner.
- The Awards Chair may choose to have the previous winners of Member, Mentor, Rookie and YNP present their prospective awards.
- The California Council Awards Committee will administer the California Council Awards Procedures Manual; make changes, as deemed necessary, with the final approval resting with the California Council Director.
- Upon approval of the California Council Director, the revisions will be presented to the members at the Annual Council Meeting and distributed to all local associations immediately. Should any award criteria change; the new criteria will apply to the awards presented at the following year's Council Meeting.
- Should the manual require updates, the awards chair sends the entire revised manual to the Council Public Relations chair to be added to the Council website.

#### **Bylaws/Standing Rules/Recommendations:**

- The Council Director-Elect shall appoint a chairman and any number of members to review the current edition of the bylaws and standing rules.
- The committee shall be appointed no later than December 15th.
- The committee shall send notification to all members in good standing to send proposed amendments for consideration.
- The committee shall consider and correlate proposed amendments received from members and local associations, together with its own, and submit amendments receiving a majority vote of the committee to the annual meeting for consideration.
- Amendments to Council Bylaws or Standing Rules which are required in order to be in compliance with IAIP Bylaws shall be completed by the Bylaws Committee, and shall not require the approval of the voting body of Council.
- Amendments to Council Bylaws or Standing Rules which are required to correct spelling, grammatical, or punctuation errors, and which do not alter the intent or meaning of the Bylaw or Standing Rule shall be completed by the Bylaws Committee and shall not require the approval of the voting body of Council.
- The chairman shall strive to distribute the proposed amendments to all members no later than sixty (60) days prior to the Council's Annual Meeting.
- These bylaws may be amended by a majority vote of the voting body, provided written notice has been submitted to Council members at least sixty (60) days prior to the date of the vote, and by a two-thirds (2/3) vote of the voting body with less than sixty (60) days previous notice.
- Amendments or revisions to these bylaws shall become effective immediately following adoption, unless otherwise specified in said bylaws.

- The committee shall incorporate all bylaws and amendments adopted at the Council meeting, and furnish revised, electronic copies to IAIP Corporate Centre.

#### **Credentials:**

- The Council Director shall appoint a chairman and any number of members, who shall be present at the Council's Annual Meeting.
- The committee chair shall send notice via email to association presidents with their contact information, credentials forms or website link to access the correct credentials forms.
- The Certification and Credentials of Voting Delegates can be accessed on the international website under the Forms section.
- Members at Large will meet separately at the meeting site to vote for their delegate and alternate.
- The committee shall collect printed or electronic credential forms, certify delegates and alternates, and register delegates and alternates at Council Meetings. The Credentials forms may be collected electronically prior to the meeting or at the meeting site.
- Register delegates and alternates and make sure delegates and alternates are seated in the appropriate areas during all meetings.
- Receive the delegates and alternates ribbons from the host committee or at registration.
- Set a time schedule for committee members to be available to certify delegates and alternates.
- The chair of the committee makes an oral report during the Business Session.
- Any member who contests a delegate or alternate certification shall do so to the committee prior to the adjournment of the meeting at which the delegate or alternate is registered.
- The Council Director shall make the final decision on contested delegate or alternate certification.

#### **CWC:**

- The Council Public Relations Chair is the chair of this committee.
- This committee will consist of the Chair, one member for the Before and one member for the After holding rooms, one member for each inside door entrance and one member for each outside door entrance. Committee members are assigned by the Council Director.
- Facilitate the competition and assist with the preparations onsite.
- The past CWC facilitator normally provides a bell and three timers or stopwatches to the Timekeepers committee. Confirm they have the materials and the bell is in working condition before the conference or as soon as possible. Timekeepers may use the timers on their smartphones only if in quiet mode.
- Send notice to all members requesting contestants to complete the most recent CWC application.
- The CWC application, script, judges scoring sheets and judge letter template can be accessed on the International website under Forms.
- Send notice to contestants for their introductions and bios.

- Coordinate a minimum of three judges that are not current or former members of IAIP that are available to attend the Council Meeting. To avoid any conflict of interest the judges should not know any of the contestants.
- If necessary, ask for assistance from the host association in securing judges.
- Send judges a letter with a copy of the scoring sheet and guidelines before the competition.
- CWC applications, script, judging criteria and judges score sheets can be located on the international website under the Forms section.
- Schedule a meeting and practice session with all committee members, timekeepers and contestants at the Council meeting. If time permits, schedule the meeting the night before the competition.
- Meet with the judges prior to the competition.
- Judges should be seated throughout the room but close enough to see and hear the speakers without any obstructions. Provide judges with a score sheet for each contestant, a clipboard, pen and calculators.
- Provide each attendee with a copy of CWC Audience Sheet so they can keep track of each contestant.
- You can read the judges bios in between the speakers while they are scoring the contestant.
- Have interesting filler available in case the judges need time to score.
- Coordinate with the host committee before and after holding rooms for contestants and assign each room a committee member to assist contestants.
- Assign committee members at each door to monitor entering and exiting during a speech. One committee member for inside and one committee member for outside each door. Be careful to cover any hotel staff entrance so as to not interrupt the speaker.
- Assign a committee member to escort the contestants to the meeting room where the competition is being held.
- Follow the script guidelines found on the International website.
- Present the judges with a certificate of thanks and or a small gift. (Optional)
- Count the judges scores with each available committee member after the speakoff to determine the winner. Confirm accuracy of scores. Make sure the winner is confidential.
- Announce the winner at the awards banquet and present them with a certificate or email them a certificate immediately after the meeting.

#### **Education:**

- This committee will be classroom moderators.
- The chair will coordinate moderator class assignments.
- Committee members will be assigned to one or more classes as deemed necessary.
- Moderators will ensure class starts and ends within the time allotted.
- The moderators will introduce and assist presenters during seminars/workshops.
- Instructor bios will be included in the meeting program.
- Distribute and collect any materials, ensure AV equipment is working and rooms are set properly.

- For the classes approved for CE credits, sign-in/out sheets must be properly processed and returned to the classroom moderator.
- The classroom moderator returns the completed sign in/out sheets to the instructor who is responsible for state filings.
- If sign in/out sheets are not completed properly or students fail to sign, no CE credits will be given.
- The students are responsible for following up to ensure proper credit is given.

#### **First Timers:**

- A First Timer is any member attending their first Council Meeting.
- First Timers should mark the ribbon portion of their registration that they are a first timer.
- Determine the number of First Timers from the meeting program. The chair may want to contact the host association in advance for names and contact information to advise of the time and place of the First Timers Meeting. First Timers will be noted in the program with an \*.
- Set a time and place for a First Timers Meeting.
- Invite all First Timers to attend as well as the Council Director. The chair may also choose to include any VIP's and Gold Timers that are in attendance. A member's Gold Timer status will be noted in the meeting program with a \*\*.
- The committee is responsible for the First Timers becoming familiar with the Council Meeting functions and what to expect as a participant at the Council Meeting.
- Explain the First Timers "Bill of Rights". The Bill of Rights can be found in the meeting program.
- Assist first timers in getting to know others attending through mentoring, networking and social interactions.
- Plan an activity that will allow the First Timer the opportunity to network with other members.
- You may secure a sponsor to help defer the costs, if any.

#### **Meeting Briefing: previously Meet the Candidates:**

- This committee facilitates the "Meeting Briefing" portion of the Council meeting.
- This meeting is normally held after the education classes have adjourned.
- A meet the candidate's forum is developed so that members have an opportunity to hear the candidate's position, why they are qualified to serve as Council Director, Public Relations and Membership Chairs.
- Prepare appropriate questions to ask each candidate. The number of questions is dependent on time allowed for the Meeting Briefing.
- Decide the order of the candidate questions and if the chair will ask all questions or divide questions for each candidate among the committee members.
- Leave time for questions from the attendees.
- This committee can also update Delegates on any bylaw or recommendations that are being proposed at the Council Meeting.
- All delegates and alternate delegates are required to attend this briefing.

**Minutes Approval:**

- Meet with the meeting secretary following each business session or as instructed.
- The responsibilities of this committee are to follow the CD's script, copy provided, during the business meeting and make corrections and fill in the blanks.
- Review and compare notes of the committee against notes taken by the meeting Secretary.

**Nominating:**

- The Council Nominating Committee shall consist of a chairman without vote who has previously served on a Nominating Committee and any number of members appointed by the Council Director.
- The Committee shall consist of members from different local associations or members-at-large within the Council. (see Article IV. Section 3.D. of the IAIP bylaws).
- All committee members must attend the annual council meeting. The members of this committee should have previously:
  - attended three of the last five council meetings;
  - attended regional conferences and international conventions;
  - held positions at the council and/or regional levels; and
  - demonstrated knowledge of council, regional, and international issues.
- This committee shall meet to review candidate qualifications and may recommend one (1) or more candidates for office.
- The Nominating Committee shall be appointed no later than July 1st preceding the Council's Annual Meeting.
- The committee receives recommendations and qualifications of candidates. The committee can submit its own nominations to ensure a qualified candidate. The Committee shall submit at least one name for each position to be filled. Following the report of the committee, additional nominations may be made from the floor.
- The nominations are for the following positions:
  - Council Director-Elect
  - Public Relations Chair
  - Membership Chair

Note: The candidate(s) must give all certified delegates a list of written qualifications. If the Nominating Committee determines that none of the candidate(s) is qualified, it must solicit candidate(s) from the general membership.
- Schedule a meeting date, time and private place with the committee and candidates.
- Have each committee member prepare questions in advance that are appropriate to each office.
- The Nominating Committee is required to keep results, conversations and all meeting information strictly confidential and never to be discussed with other members or candidates. At no time should the Nominating Committee discuss candidates, questions, or committee results via e-mail as this may breach privacy laws.
- Prepare and present a Nominating report for the meeting business session.

- Within two weeks of the council meeting, the Council Nominating Committee chair must submit a follow-up report to the Council Director with a copy to the Regional Vice President.

**\*\*Additional information regarding this committee can be found on the International website in the Comprehensive Manual - Chapter 7 - Nominating Committee.**

**Pages:**

- The responsibilities of this committee are to be easily accessible to all members to collect notes and messages.
- Committee members will have reserved seating at the business sessions.
- Chair will provide each committee member with an appropriate item identifying them as Pages. (corsage, hat, pin, scarf).
- Deliver notes and messages to the Council Director Assistant to read during breaks in the business session.
- It is recommended the Pages Chair assign one member to gather messages from other committee members and deliver the messages to the Council Director Assistant to avoid disruption during the meeting.
- Distribute handouts where needed. *Note:* The committee is not allowed to distribute campaign materials for candidates running for elected office.
- Assist the Protocol chair if needed.

*Note: Delegates and alternates cannot serve as Pages.*

**Parliamentarian:**

- The Parliamentarian is assigned by the Council Director.
- Become familiar with meeting rules, IAIP and Council Bylaws, Standing rules and procedure manuals prior to the annual meeting.
- The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by IAIP Bylaws, standing rules, procedure manuals, and Council Bylaws
- Should a question arise without a clear answer in Robert's Rules of Order, IAIP Bylaws, Standing Rules, procedure manuals or Council Bylaws discuss with the presiding officer as to the best solution.

**Printed Program:**

- The program may be in a digital format and sent to members in advance of the Council Meeting or the program may be a printed version and distributed with attendees registration packets.
- Confirm with the host association if there will be printed copies available for the committee. If not, print your own or use the digital version for the review process.
- The committee meets at a predetermined time to review the program.
- This committee is responsible for reviewing the printed program for corrections and last-minute changes.

- The chair will have specific wording written into the Council Director's script for their announcement.
- The chair announces any changes early in the business session. *Example:* on page 25 please change the name of the committee chair from — to.
- Clerical changes such as spelling errors are noted in the Printed program report but not announced.
- Give completed report to the meeting Secretary for filing purposes.

**Protocol:**

- This committee works with the various other committees to establish proper protocol in meeting setup, seating arrangements, order of seating of individuals at the head table and facilitates that the room(s) are properly prepared prior to the start of meeting(s).
- In charge of name tents at the Head Table, lining those seated at the Head Table up to march in, in proper order at the start of the business meeting.
- In charge of association name tents for delegates seating.
- In charge of reserved seating tents such as Pages and Timekeepers.
- Ensure reserved seating at meal functions if needed.
- Assist CWC chair with seating arrangements and any other requirements of the CWC judges.

**Secretary:**

- The meeting secretary records the minutes of the meeting.
- The Secretary may be invited/volunteer to participate in finalizing the script with the CD, Assistant and Parliamentarian.
- CD to provide a copy of the meeting agenda and final script to the Secretary, Parliamentarian and International Officer prior to the business meeting,
- The Secretary will provide copies of the final script to the Minutes Approval Committee which consists of 3 members appointed by the CD. They will work closely with the Secretary.
- The Secretary and committee members shall take notes individually during the business session(s) as to the starting/adjournment times, changes in speakers, motions made, delegates and first timers count, etc.
- Before any voting, the Secretary will be called upon by the CD to do a roll-call of all the current associations in the council. The association and MAL delegate or alternate will respond if present. If there is no answer, the Secretary will call the association one more time.
- The tellers report on any counted vote shall be entered into the minutes.
- All reports and other materials for inclusion in the minutes shall be typewritten and presented to the meeting Secretary.
- At the end of the business session the Minutes Approval Committee shall meet with the Secretary to compare entries for concurrence,
- Once the final corrected version of the script has been agreed upon by the Secretary and Minutes Approval Committee, it should be signed by all.



- The Secretary will provide a signed copy of the corrected/completed script to the CD for inclusion in the Meeting Certification package ( see “Council Meeting Certification” in the IAIP Toolkit). The entire package should be submitted to the IAIP Corporate Center within 60 days following the council meeting.
- If a new CD has been elected, a completed/corrected copy of the script should be given to the CD-E to use next year.
- A printer should be available on site for any last minute or emergency printing. Keep in mind not all meeting sites will have a business center.

#### **Silent Auction:**

- Assist Council Director with silent auction basket theme if needed.
- Confirm with the host association the theme is listed on the registration form.
- If needed, send notice to members reminding them of the theme.
- Confirm with the Council Director the time and date of the silent auction.
- Arrive 15 minutes prior to the auction for table set up.
- Have a printed bid sheet and ink pens at each basket.
- The bid sheets should include the association or member name that donated the basket, the basket theme, approximate value of contents and a starting bid if required with bidding in increments of \$5.00.
- Keep track of bidding and make periodic announcements of time left to bid.
- Once bidding is over, collect bidding sheets and take payments for each basket. You can use Venmo, checks, cash or Paypal square or any method of payment that is convenient.
- If accepting payments via Venmo, Paypal or other credit card service the account should be set up in advance of the event. These accounts are normally set up using a committee member's personal account.
- Checks are payable to the CA Council Trust Fund. The CA Council Trust Fund only accepts checks or cash payments.
- Announce the winner of each basket and the amount the basket sold for at the event.
- All bidding forms, checks and cash are given to the CA Council Fund Trustee for deposit and record keeping.

#### **Tellers:**

- Must be present at ALL business meetings.
- Collect and count votes at each general session either by paper ballots or standing head count of delegates.
- Supply note paper to distribute to the tellers committee to present to delegates for ballot voting.
- Verify the ballots cast and discount any blank or illegal ballots.
- The chair prepares the committee's report.
- All voting is strictly confidential.
- Distribute the report to the presiding officer, meeting secretary and Parliamentarian, if applicable.

- Presiding officer will make an official announcement of the results.

*Note: Delegates and alternates cannot serve as Tellers.*

#### **Timekeepers:**

- Chair and committee must be present at all business sessions, delegates briefing and CWC speak-off and any meeting where timing is required.
- Has a committee of two.
- Timekeepers will have reserved seating at all meetings.
- Keep time for CWC contestants as written in the CWC guidelines and which CWC Chair will read aloud prior to the competition.
- The CD Assistant or the CWC Chair will provide a bell, calculators and timers to the Timekeepers Chair prior to the Delegates Briefing.
- Test all calculators, timers and bell prior to the meetings.
- If timers and calculators are not available use a digital device such as a smartphone.
- Compare times with committee for accuracy. Announce times when prompted by the CWC Chair.
- Start timer as soon as the speaker begins to talk and stop immediately after their last word.
- For the three minute prepared speech, a prompt signal will be given at 2 minutes, 45 seconds. For the one- minute impromptu, the signal will be given at 55 seconds.
- No member shall speak in debate more than twice on the same question on the same day, or longer than three (3) minutes per speech, without permission of the assembly granted by a two-thirds (2/3) vote without debate.
- Return bell and calculators to the Council Director Assistant after close of all business.

#### **Young New Professional:**

- Ask for a list of registered attendees from the host registration committee or program chair.
- YNP's should note on the ribbon request portion on the registration form if they are a YNP. Double check the Program roster to make sure all YNP's are included in the planned event.
- Plan a separate event, such as a Happy Hour, luncheon or breakfast meeting and invite all registered YNP's to attend. The committee may also invite VIP's and other members.
- This committee normally has an event time frame of 30 minutes to an hour.
- The committee may ask for sponsorship for a planned event to help defer the costs.

**\*\*All committees with the exception of Parliamentarian and Secretary can be comprised of a chair or co-chairs and any number of committee members as deemed necessary.**

**Submitted by:**

**Regina Lemanowicz, CLP**

**2020-2022 CA Council Public Relations Chair**

**Special thanks to the following members for their valuable input:**

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