

ABAEOP Committee Descriptions

Membership/Hospitality Committee: To encourage participation in the local associations. Welcomes guest and prospective members to all Association functions. The Vice President shall be chairperson of this committee.

Responsibilities:

1. Actively seek members by contacting prospective members beginning July 1.
2. Send reminders periodically or make personal contacts to prospective members
3. Maintain a continuous alphabetical membership list of all members and send a copy of this list to the secretary for Minute Book.
4. The Chairperson of the Membership Committee will serve as a member of the district membership committee. They will need to contact the District 8 president for committee membership form.
5. Greet all guests and members at Association functions.
6. Mail out birthday cards at the beginning of each month.
7. Mail out sympathy/get well/congratulation cards as necessary.

Constitution & Bylaws Committee: To maintain an up-to-date Constitution and Bylaws.

Responsibilities:

1. Chairperson will meet with the committee members to review Governing Documents to see if any changes are needed
2. Amendments to the Constitution and/or Bylaws may be proposed in writing by any member of the Association to its officers. Such amendment(s) shall become a part of the Constitution and Bylaws when adopted at any monthly meeting of the Association by a majority of those present, or, in the case of an emergency, by a majority vote of written ballots returned.
3. If changes are requested by a member or found to be needed by the committee, recommended changes to membership documenting basis or reasons for changes, a copy of the report should be given to the secretary for the Minute Book.
4. Provide copies to the president prior to the monthly meeting for discussion with the Board.
5. Arrange for printing and distribution of up-to-date Constitution and Bylaws to membership.

Nomination & Elections Committee: To select/nominate a minimum of two candidates each for the office of President Elect, Vice President, Secretary, and Treasurer. This committee will be appointed by the president with one member being from the Board of Directors. Committee shall consist of a Board member and a representative for each school zone where available.

Responsibilities:

1. Send a memo and nomination form to all active members in May. Deadline for return of nomination forms to chairperson is June 1.
2. Hold committee meeting to review nomination forms and select slate of officers composed of at least two candidates for each position. (Candidates must have been an active member for the last year.)
3. Prepare ballots for voting at the June meeting.
4. Secure elections judge, preferably an Associate member. (Cannot be an Active Member)
5. Make oral report at June meeting, introduce candidates, and distribute ballots. Provide President and Secretary with written report.
6. Collect President's vote, which will be in a sealed envelope clearly marked in red ink; PRESIDENTS VOTE. This ballot is to be held for a tiebreaker.
7. Count ballots and report results to President. Chairpersons will announce election results to the membership.
8. Destroy nomination forms and ballots after the first member meeting

Professional Standards Program (PSP) Committee: Chairperson of this committee should have renewed or be working toward NCAEOP PSP certification and be familiar with the PSP brochure in order to be able to assist others. This committee's main purpose is to promote participation in and completion of PSP certification among membership and to provide information relative to the PSP Program to membership.

Responsibilities:

1. Encourage participation in District, State, and National Associations
2. Encourage continuing education and participation of members in workshops/in-service programs.
3. Mail surveys to active members to determine interest after membership is formed.
4. Coordinate and plan in-service programs/workshops based on survey responses.
5. Work with President in setting time and place for in-service/workshop. President should obtain approval of superintendent.
6. Complete NCAEOP Form 5 (Application for Approval of In-Service Training Program and mail to PSP Registrar for association-sponsored workshops. Approved form, along with a list of members attending, should be given to the Secretary for the Minute Book.
7. Prepare and distribute certificates for PSP credit.
8. Invitations should be extended to all administrators and may be extended to other local units.
9. Give oral committee reports at meetings with a written copy to President and Secretary.

Student Scholarship Committee: To award a \$300 scholarship to a senior at one of the ABSS high schools on the basis of academic achievement, initiative and financial need with other important factors to be considered in the selection.

The scholarship amount may be increased accordingly. An increase in the scholarship amount will be solely based on the annual fundraiser success and voted on by the membership, if and only if, the EOP organization has raised enough monies to increase the scholarship amount.

The Ways & Means Committee will report to the membership the amount of monies the fundraiser made. If the fundraiser exceeded its goals, then the membership may vote on whether or not to increase the scholarship amount, and by how much.

Applicants know the scholarship amount is \$300. Any increase in the scholarship amount will be a surprise to the recipient, when the scholarship is presented to them at the school Awards Ceremony.

The topic of increasing the scholarship amount will be addressed, if the Ways & Means Committee has exceeded their fundraising goals.

Committee chairperson is to submit one student's application for district scholarship competition.

Responsibilities:

1. Follow local guidelines as stated in Student Scholarship Information and Guidelines
2. Hold committee meeting to discuss guidelines and plans for securing applications and judges.
3. Choose a minimum of three impartial judges with at least one being in the field of education.
4. Distribute copies of Student Scholarship Information and Guidelines and Student Scholarship Application to each high school no later than October with a due date of February 1.
5. Screen applications using the Committee Checkoff List for Student Scholarship. Make sure all information is included and applicants meet all requirements (with no additional information).
6. The committee chairperson shall:
 - a. Make and mail or deliver copies of applications to judges, brief the judges on the task of selecting a winner from each high school, present them with a Judge's Checklist for Student Scholarship, assist the judges, secure any additional information they may request, and inform them when their final decision must be made.
 - b. Tabulate Judge's Checklists with President to select a winner and alternate in the event the winner forfeits the scholarship.

c. Notify the winner in writing and instruct them to complete the district forms. Winner must have their college of choice submit a letter to EOP President stating the student is enrolled in a curriculum at that college. Scholarships not claimed by October 1 of that year will be relinquished and monies will be reinstated into the EOP treasurer's account.

d. Contact school about awards day to present award to student.

e. Provide and instruct winner to complete district scholarship application forms.

f. Work with the President to submit winner's application to the district by the due date.

g. Write thank you notes to judges.

h. Work with the President in planning the presentation of congratulatory letters on Awards Day.

i. Retain the Judges names, addresses, phone number, and Judges Checklists for a period of one year.

j. Announce winners at EOP meeting following the selection

k. Give the Secretary a copy of the winners' applications for the Minute Book. Remember to delete social security numbers from all papers.

l. The student scholarship chairperson will keep a running log in the book of past student scholarship recipient's so we have a running record of winners.

Ways & Means Committee: To raise money for local scholarships and special projects, plus other expenses for special meetings, district and state association responsibilities, etc. The Treasurer shall be a member of this committee.

Responsibilities:

1. Chairperson shall call a meeting or contact committee members to discuss ways of raising money for local scholarships, special projects, and other expenses for the year.

2. Send results of meeting to President for discussion with the Board.

3. Survey members for input/ideas for raising money and designating special projects.

4. Advise members of committee decisions/survey results.

5. All decisions should be made and monies should be received by Treasurer prior to Christmas holidays. In the case of special projects, monies should be turned in immediately.

6. Make oral reports at meetings regarding decisions made, profit made, etc. A written report should be given to President and Secretary for Minute Book.

Publication Committee: This committee gives recognition to members and association activities. The committee shall be responsible for the publication of the quarterly newsletter, to be available to all members and non - members, and will maintain the association webpage. The committee will submit information to the State association for recognition and awards.

Responsibilities:

1. Take pictures during meetings, trainings, special events, fund-raisers, scholarship winners, etc. for publications

2. Publicize items in No. 1 through newspaper and webpage. Also submit to District and State newsletters.

3. Solicit information of interest from members to include in newsletter and share with members.

Legislative Committee: To keep educational office personnel informed of legislation of interest and concern to keep members. Also, to promote and encourage local contact with legislators in order to keep them aware of the needs of educational office personnel

Responsibilities

1. Inform membership of legislation concerning members.

2. Disseminate copies of district/state legislative correspondence.

Audit Committee: *This committee shall appoint someone to audit the books before the new treasurer assumes his/her role. Also this committee will recommend additional general accepted accounting practices as deemed necessary.*

Policy/Procedure Committee: *This committee shall oversee all policy and procedure, be familiar with protocol for meetings and a representative of the committee shall serve as parliamentarian, if necessary.*