



SEPTEMBER 2017

# Steering Committees, Review Committees, and Boards

**PAEA is currently accepting applications for the Finance Steering Committee and the Government Relations Steering Committee until 5pm ET on Monday, November 13. See below for more information about this committee's role.**

The eight PAEA steering groups include:

1. Awards & Honors Review Committee
2. Education Programming Steering Committee
3. Finance Steering Committee
4. Future Educator Development Steering Committee – *term exceptions*
5. Governance & Ethics Board
6. Government Relations Steering Committee – *term exceptions*
7. Grants & Scholarship Review Committee
8. JPAE Editorial Board

## Annual Work

In December of each year, the group's chair and staff partner work together to develop annual objectives (*overall qualitative goals*) and key results (*specific and measurable outcomes*) for their shared work. These objectives and key results will be approved by the Board during their January meeting to ensure they align with and advance PAEA's broader strategy.

## Deliverables

Steering committees, review committees, and boards will have different kinds of deliverables depending on the group's focus area (exam development, conflict of interest review, finance, etc.). Specific deliverables for each group will be identified by the group's chair and staff partner when they develop their annual objectives and key results.

## Board Liaisons

Board liaisons to steering groups serve as intermediaries between the two groups. Board liaisons do not hold membership or voting rights, but will hold quarterly calls with the group chair(s).

- **The BOD Student Member at-Large (SMAL)** serves as liaison to the Future Educator Development Council.
- **The BOD President-Elect** serves as liaison to the Governance & Ethics Board.
- **The BOD Treasurer** is the exception and chairs the Finance Steering Committee for the length of their board term, holding full membership and voting rights.

## Staff Partners

Steering committees, review committees, and boards will partner with the staff person who is directly responsible for the corresponding area of work in the staff organization. This ensures volunteers and staff stay in alignment and their work stays integrated.

- **Awards & Honors Review Committee:** LaToya Mason
- **Education Programming Steering Committee:** Zach Britt, Interim
- **Finance Steering Committee:** Lynn Heitzman
- **Future Educator Development Steering Committee:** Kendall Mealy
- **Governance & Ethics Board:** Ashley Smith
- **Government Relations Steering Committee:** Athena Abdullah
- **Grants & Scholarships Review Committee:** Xin Yuen
- **JPAE Editorial Board:** Libby Alesbury

## Meetings

Steering committees, review committees, and boards will have one annual in-person meeting. Conference calls are held as necessary, based on the group's scope of work, rather than on a fixed schedule – this might be a monthly call for some groups, quarterly for some, and only during certain times of the year for others.

## Composition

Steering groups may have a minimum of five and maximum of eight members including one chair and one vice chair, all with full membership and voting rights.

## Terms

Chairs are eligible to serve two three-year terms from January 1 – December 31. Chairs must have Board support to continue into their second three-year term.

- All chairs will serve one year as vice chair and maximum five years as chair (*e.g. year one as vice chair, year two and year three as chair, then second term, years four to six as chair*).
- The vice chair's first term year starts in the chair's final term year.
- The vice chair will be mentored into the chair position.

Member terms will be two two-year staggered terms from January 1 – December 31. Members must have chair support to continue into their second two-year term.

## Term Exceptions

### **Government Relations Steering Committee**

Members are eligible to serve one three-year term and one two-year term from January 1 – December 31. Terms will be staggered to ensure committee continuity. Members must have chair support to continue into their second term.

## Available Opportunities

### **Finance Steering Committee** – 2 positions available

Finance Steering Committee members monitor PAEA's finances, prepare an annual budget, and make recommendations to PAEA's Board of Directors that ensure growth and stability of PAEA's revenue base. Since PAEA's budget is driven by its strategy, members become well-versed in the goals and direction of the Association. Members are intimately aware of the fabric of the Association, including its products and services, and are among the first to know of any new initiatives with financial implications. Members should have experience with creating budgets and the ability to understand financial statements. Members are not expected to create financial statements or PAEA's detailed line-by-line budget, but will participate in a strategic review at their annual meeting. Members should maintain confidentiality of all committee materials.

### **Government Relations Steering Committee** – 3 positions available.

Applications accepted until 5pm ET on Monday, November 13.

The Government Relations Steering Committee is responsible for contributing to the advancements of PAEA's advocacy agenda and working with the team to provide strategy, input, and feedback to the Government Relations staff and Board of Directors. Members will also be responsible for maintaining an awareness of

federal policies, legislation, and regulatory activity and understanding political issues. They must possess the ability to maintain confidentiality and discretion with sensitive legislative and regulatory issues.