

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

COMMITTEE MANUAL

Revised December 2004
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ALASBO'S MISSION STATEMENT

ALASBO is a professional association that provides programs and services to promote the highest standards of school business management practices, professional growth, and the effective use of educational resources.

ALASBO is an organization "OF" the members, "BY" the members, "FOR" the members.

ALASBO'S VOLUNTEER COMMITTEES

Committees are a basic, fundamental force within the association. In fact, from top to bottom, ALASBO is organized on the *volunteer committee principle*. By definition, a committee is "a body of persons elected or appointed to attend to any matter of business referred to it, often a section of a larger body." A volunteer is "a person who enters into any service of his own free will; a person who of his own free will offer services without the stipulation of being compensated financially or otherwise."

ALASBO's committees are organized on the pyramid structure. At the top of the pyramid is the Board of Directors, with a committee comprised of volunteers expressing interest in serving on a particular committee. The Board of Directors is the association's governing board and has authority to execute its duties of meeting the objectives of the association, of managing its finances and properties and of establishing necessary policies and procedures as needs arise. All committees report to the Board of Directors.

Committees, composed of ALASBO members, exist and function for specific purposes.

The Association has identified specialty areas in association management and has established a committee in each as follows:

Audit-sub committee and comprised of the Board of Directors

Awards Committee

- Lowell "Tom" Freeman Professional Development Grant
- McClain J. "Mack" Easton Scholarship
- School Business of the Year

Bylaws-sub committee and comprised of the Board of Directors

Legislative

Nominations

Professional Development Committee

- Annual Conference sub committee

Service Committee

- Historian
- Membership
- Newsletter
- Slide show
- Web site

Sponsorships

- Exhibitors sub committee

All qualified members are strongly encouraged to participate and share their expertise with their

colleagues. Members who would like to volunteer to serve on an ALASBO committee should contact the president or the executive director or submit their name on the appropriate form at the annual conference.

ORGANIZATIONAL STRUCTURE OF COMMITTEES

Each committee has a chair.

Leadership by example is the key to the success of each committee just as leadership is the key to the success of the association. Well-informed, willing workers are the core of each committee.

Committee members, individually or collectively, are encouraged to recommend changes in existing programs as well as recommend new programs to the Board of Directors. The Board of Directors has the authority and responsibility to screen, analyze and make a final determination on these recommendations.

COMMITTEE STRUCTURE

Each ALASBO committee consists of a chair and a varying number of members who volunteer their time and expertise to serve their profession and their professional association.

The level of effectiveness and success of each committee is directly related to the amount of time and energy expended by committee members on activities and projects. The key factor to a committee's success is the degree to which members accept their personal and professional responsibilities as an integral part of their volunteer effort. An important factor in the success of any individual serving on an ALASBO committee is support from his or her employer.

QUALIFICATIONS

Service on an ALASBO committee is open to any interested member, honorary member or associate member of the association (as defined by the ALASBO Bylaws). Individual committee members are expected to participate in as many activities as possible.

ASSOCIATE MEMBER (VENDOR/SUPPLIER) PARTICIPATION

In addition to practicing school business officials, ALASBO policies permit vendor representatives to serve on committees as resource persons. To be considered for appointment as a vendor representative, one must be a current associate member of the association (as defined by the ALASBO Bylaws); must be employed by a firm providing products and/or services to the school field; have the firm's support for and approval of the appointment. Vendor representatives may not hold committee chair positions-

APPOINTMENT PROCESS

Committee chair appointments shall be made at the conclusion of the annual meeting by the president

to be effective the following January 1. Interim appointments may be made at any time to fill unexpected vacancies, but will expire on December 31 of the year of appointment.

It is desirable that the appointments/reappointments be structured to assure that committee leadership maintains continuity by making appointments/reappointments such that all terms do not expire at the same time.

The appointment of committee leaders shall take into account the candidate's recognized leadership and technical expertise on the committee's interest area(s). Committee leaders must be active members.

ROLE OF COMMITTEE CHAIR

The chair is the navigator of a committee. If he or she does not have a clear idea of the direction of the committee, and if he or she is not committed to reaching that goal, the committee will accomplish little.

It is the responsibility of the chair of a committee to:

- Ensure the committee's commitment to ALASBO goals
- Attend ALASBO Board meetings and attend Annual Meeting
- Ensure committee efforts are coordinated and articulated to/with other committees
- Serve as advocate for the committee on the board.
- Prepare an annual written report of committee activities to be included in the conference program book

COMMITTEE MEMBERS

Joining an ALASBO committee is a serious commitment. While committee chairs recognize members are volunteers with full-time jobs, they do expect the following:

1. Promptly acknowledge all communications concerning committee work and availability for meetings.
2. Accepting and completing assignments, respecting deadlines and parameters of assignments.
3. Thoroughly reviewing pertinent background material and agenda prior to meetings.
4. Take an active part in discussions during meetings, share relevant information, understand and respect other ideas or viewpoints, and focusing on the subject under discussion.

ALASBO COMMITTEE FUNCTIONS

To accomplish the objectives of the association as specified in its Bylaws, ALASBO committees are assigned these ongoing functions:

- Chair will correspond with all committee members and the Board of Directors on an ongoing basis to insure continuation of effort and increased participation in committee activities, programs and projects.
- To hold its own Annual Meeting during the ALASBO Annual Meeting. If more than one meeting is

required for some reason, it may be held, but one meeting is mandatory for each committee. In addition, it is the responsibility of each committee chair to report to the ALASBO Board of Directors.

COMMITTEE EXPENSES

Funds will be budgeted to assist committees with operation expenses such as communications, which may include use of telephone and mailings.

Each committee is allocated \$250 a year for communications expenses (postage, telephone, etc.). All expense requests must have appropriate receipts (copy of phone bill with ALASBO calls underlined, payment slip stamped by the post office, etc.) Please indicate on each bill whether an individual or a school district is to be reimbursed.

The Services Committee may incur expenses in excess of \$250 per year in preparing the quarterly newsletter and maintaining the website. All costs submitted for reimbursement must be documented by receipt.

Ad-hoc committees, as designated by the Board, may incur expenses in excess of \$250 per year. Ad-hoc committee costs submitted for reimbursement must be approved in the ALASBO budget and documented by receipt.

Committee chairs wanting additional funds for a specific program or activity should make a written request to the president detailing the costs and how the ALASBO membership would benefit. The ALASBO President and the Executive Committee will consider all requests on their merit.

As a means of recognition for committee service, each committee leaders and member shall be provided a ribbon to be worn on the name badge at the Annual Meeting.

COMMITTEE ACTIVITIES

Audit Committee-sub committee of the Board of Directors

The Audit Committee reviews and recommends approval of financial statements prepared by a CPA firm for the association. This committee will maintain the permanent file of the annual financial statements. A copy of the written financial statement audit-report will be approved by the Board and filed with the minutes.

Bylaw Committee-sub committee of the Board of Directors

The Bylaw Committee reviews and modifies the ALASBO Bylaws as appropriate. Bylaw changes will be made in accordance with ALASBO Bylaws; Article IX: By-Law Amendment.

Services Committee

Services Committee will ensure distribution of a quarterly newsletter; The ALASBO News Link. Any ALASBO member may submit articles for publishing consideration. This committee will maintain the permanent hard-copy file of all newsletters.

The ALASBO Webpage will be maintained as a service to members and will include such things as:

Newsletters
Membership Lists
Exhibitor Advertisements
Annual Agenda
Bylaws
Slide Show at Annual Conference

Minutes of Board Meetings
Committee Manual
Policy Manual
Strategic Plan
Conference Programs

Provide membership services by:

Prepare and distribute membership/conference registration forms
Prepare a membership list from registration forms to be used for:
 Conference preparations (badges, membership list to exhibitors, etc.)
 ALASBO mailing list for newsletters
Prepare badges for the annual conference
Maintain historical records of membership to be submitted to the ALASBO secretary annually to include with association minutes.

This Historian will record events of note for future reference.

The ALASBO Mentor Program, coordinated by the Immediate Past President, falls under the jurisdiction of the Service Committee.

Professional Development Committee

This committee is chaired by a past president. The Annual Conference Committee will be a sub-committee of the Professional Development Committee with the current president who coordinates the content of the annual conference. Conference evaluations will be used in developing the annual conference. The conference program book will serve as the written report of this committee's activities.

Sponsorship Committee

This committee is responsible for establishing fund raising criteria and implementation plan. The Exhibitors Committee will be a sub committee of the Sponsorship Committee. These committees will serve in an advisory capacity in support of the Professional Development Committee.

Legislative Committee

This committee is responsible for coordinating ALASBO legislative activities, including the development of ALASBO's Legislative Priorities and facilitating the annual legislative workshop held in Juneau each Spring. ALASBO's primary legislative goal is to be an educational resource to the Alaska Legislature.

Nominations Committee

All ALASBO members are encouraged to serve their professional organization in a leadership roll by submitting an application, available at the annual conference, to the nominations committee.

The Nominations Committee recommends a slate of officers to the membership for a vote at the annual meeting. Alaska is made up of diverse districts; REAA, City/Borough, Single Site, large districts and small districts each with their own unique needs. The Nominations Committee strives to balance the ALASBO leadership so there is representation of these diverse districts when making its recommendation at the Annual Meeting.

Awards Committee

The committee reviews **Lowell “Tom” Freeman Professional Development Grant** applications and awards grants according to established criteria. The committee will review the criteria periodically and make recommended changes to the selection criteria as appropriate. Recommended changes will be submitted to general membership for comment through the newsletter or at the annual conference. The committee accepts member registration scholarship applications and awards scholarships. The committee chair will submit a written report annually to be included in the conference program book.

The committee distributes the **McClain J. “Mack” Easton Memorial Scholarship** application to Alaskan schools. The committee reviews applications and awards scholarships according to established criteria. The committee will review the criteria periodically and make recommended changes to the selection criteria as appropriate. Recommended changes will be submitted to general membership for comment through the newsletter or at the annual conference. The committee chair will submit a written report annually to be included in the conference program book.

This committee is responsible for updating the **School Business Official of the Year** application form and distributing applications statewide to all districts and superintendents. This application should be included in the August ALASBO News Link. This committee will evaluate the applicants and recommend a candidate for this award to the ALASBO Board annually. In the event no applications are received, the ALASBO Executive Committee will determine who the recipient of this award will be. The criteria for this program will be reviewed periodically; recommendations to change the selection criteria will be submitted to the general membership for comment through the newsletter or at the annual conference.