



2006

**Committee Manual
of Operations**

ASBO International
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Table of Contents

ASBO INTERNATIONAL MISSION STATEMENT	3
ASBO INTERNATIONAL VOLUNTEER COMMITTEES.....	3
STANDING COMMITTEES.....	5
AUDIT COMMITTEE	6
BYLAWS COMMITTEE	6
GUEST ACTIVITIES COMMITTEE	6
POLICY COMMITTEE.....	7
COMMITTEES OF THE BOARD OF DIRECTORS	8
EXECUTIVE COMMITTEE.....	9
ELECTION COMMITTEE	9
ADVISORY COMMITTEES.....	10
CERTIFICATE OF EXCELLENCE	11
THE MERITORIOUS BUDGET AWARDS COMMITTEE	12
EDITORIAL BOARD.....	13
EXHIBITS ADVISORY COMMITTEE.....	14
MEMBERSHIP COMMITTEE	14
PROFESSIONAL COMMITTEES	16

ASBO INTERNATIONAL MISSION STATEMENT

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

ASBO VOLUNTEER COMMITTEES

The Board of Directors shall identify and maintain a committee structure to assist with the issues of association management, to provide timely and expert consultation, and to assist with association programs.

The Board shall adopt and approve annually a Committee Manual of Operations. The Board shall conduct an annual review of the performance of the committees of the Board of Directors.

STRUCTURE OF COMMITTEES

Committees of the Board of Directors

Executive Committee

Election Committee

Standing Committees

Policy

Bylaws

Audit

Guests' Activities

Professional Committees (see page 19 for listing)

Advisory Committees

Certificate of Excellence

Exhibits

Editorial Board

Meritorious Budget Awards

Policies applying to all committees:

- All committees serve to benefit the greatest number of ASBO members possible and to advance the school business profession.
- Committee meetings may be face-to-face or via teleconference.
- Minutes or a list of decisions made and action items should be compiled by the chair with the help of the staff liaison and distributed to the committee following each committee meeting.
- All committee meetings and conference calls will be held with a minimum of four people, to include the Committee Chair or Vice Chair, one committee member, board liaison, and staff liaison.
- Expense reimbursement to committee members for official committee travel will follow the ASBO International Travel Policies (see www.asbointl.org).
- Committee members will be provided a committee ribbon to be worn on their name badges at ASBO's Annual Meeting and will be recognized throughout the year in ASBO publications.
- All committee leadership terms begin at the annual meeting and expire after the third year of service. All committee member terms are for three years.

Policies also Applying to Professional and Advisory Committees

- Service on a Professional Committee is open to any paid, Active, Life, or Emeritus member. Appointments will take into consideration a member's areas of expertise, professional background, and geographic location to ensure fuller and balanced committees. Staff accepts interested members meeting the above criteria and assigns them accordingly in the best interest of the committee and the membership at large.
- Vendor representatives may serve on committees as resource persons and must be a current associate member, employed by a firm providing products and/or services to the school field, and have demonstrated expertise and recognizable skills in the committee's specialty area. Vendor representatives may not hold committee leadership positions.

STANDING COMMITTEES

STANDING COMMITTEES

The ASBO Board of Directors recognizes that certain association matters need continuing attention. These matters are attended to by the following Standing Committees: Audit Committee, Bylaws Committee, Guest Activities Committee, and Policy Committee.

AUDIT COMMITTEE

The Audit Committee is comprised of the Executive Committee of the Board of Directors and shall meet and communicate annually with the Association's auditor to indicate the scope and depth of the audit and to agree to the conditions of an engagement letter in accordance with the provisions of Policy 4230.

BYLAWS COMMITTEE

The Bylaws Committee receives recommendations for amendments to the Bylaws and processes the recommendations in accordance with ASBO International Bylaws, Article IX, Section 2. Bylaws Amendments.

The Bylaws Committee is comprised of 9 members: a Chair, two Vice Chairs, and six committee members. The Chair and Vice Chairs are non-Board members and are eligible to serve a three-year term of office. The Vice Chairs shall serve on a staggered basis. The six committee members are the current Vice President; the two second-year directors of the Board, who serve one-year terms based on their rotation on the Board of Directors; and three volunteers from the ASBO membership at large. The three volunteers will serve staggered 3-year terms. Volunteers interested in serving on the Bylaws committee shall notify the President. The Executive Committee confirms the appointments. The Association's Executive Director serves as committee historian.

GUEST ACTIVITIES COMMITTEE

The purpose of the Guest Activities Committee is to identify and promote programs, activities, and events to satisfy the social and informative interests of ASBO members, their families, and guests at meetings of the Association.

The Guest Activities Committee is comprised of the spouses of the ASBO International Board of Directors. The President's spouse chairs the committee; the President-Elect's and Vice President's spouses serve as vice chairs. If the President does not have a spouse, the President-Elect's spouse becomes chair, and the Vice President's and Past President's spouses are vice chairs.

POLICY COMMITTEE

The purpose of the Board of Directors' Policy Committee is to provide guidance on the operations of the Association by developing and revising policy.

The Policy Committee reviews and updates two sections of the Policy Manual, in sequential order on an annual basis. The specific section to be reviewed is assigned by the Board President. The Policy Committee also suggests such policy changes as are required to conduct the affairs of the Association.

The Committee, effective each January, shall be chaired by the Association's current Vice President. The two second-year Directors and the Executive Director shall serve as members.

**COMMITTEES
OF THE
BOARD OF DIRECTORS**

COMMITTEES OF THE BOARD OF DIRECTORS

Article VI – Committees, of the Association’s Bylaws provides direction for the Executive Committee and Election Committee structure.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the four voting officers: President, President-Elect, Vice President and Immediate Past President. The Executive Director is an ex-officio non-voting member. The Executive Committee shall exercise powers of the Board of Directors in the management and direction of the business and conduct of the affairs of the Association during the intervals between meeting of the Board of Directors.

ELECTION COMMITTEE

The Election Committee shall consist of the Immediate Past Presidents of the ASBO Affiliate organizations. In the event the Immediate Past President is unable to serve, the President of the Affiliate organization shall appoint a substitute who is another Past President of that Association.

ADVISORY COMMITTEES

ADVISORY COMMITTEES

The Advisory Committees serve in an advisory capacity to a particular ASBO program or service. These committees act as a resource to ASBO's professional staff and assist the association in serving its members and achieving its objectives. Advisory Committees include the Certificate of Excellence Advisory Committee, the Meritorious Budget Awards Advisory Committee, the Editorial Board, Membership Advisory Committee, and the Exhibits Advisory Committee.

The CERTIFICATE OF EXCELLENCE ADVISORY AND THE MERITORIOUS BUDGET AWARDS ADVISORY COMMITTEES

Mission

The Certificate of Excellence and Meritorious Budget Awards Committees serve as resources for the Certificate of Excellence in Financial Reporting (COE) Program and Meritorious Budget Awards (MBA) Program, respectively. They support the programs' missions to promote excellence in the preparation and issuance of comprehensive annual school financial reports and budgets.

Committee Structure

COE Advisory Committee

- Chair
- COE Committee Liaison (School Business Official)
- Accounting Professionals or Consultants (three)
- School Business Official (one)
- Board Liaison
- Staff Liaison

MBA Advisory Committee

- Chair
- MBA Committee Liaison (School Business Official)
- Board Liaison
- Members (five School Business Officials)
- Staff Liaison

Qualifications

Members who have been involved in the COE or MBA program as a program participant, an auditor or accounting professional for a program participant, or a reviewer or consultant are eligible to serve on the committee.

Appointment Process

All members of the COE and MBA Advisory Committees are appointed to serve three-year terms, with the exception of the MBA Committee Liaison to the COE Advisory Committee and Board Liaison. A member can serve two consecutive three-year terms on the committee. After moving off of the committee for at least three years, the individual may reapply for membership. A Chair can serve one three-year term and then must leave the committee for three years before reapplying for membership.

The MBA Committee Liaison to the COE Advisory Committee is appointed for a one-year term. The Committee determines who serves in this capacity with approval from the Certificate of Excellence Committee, Staff Liaison, and Executive Committee. The Board Liaison's one-year

term is renewable annually with approval from the Executive Committee. The Board Liaison should be a current or past program participant.

When vacancies occur or terms expire, recommendations for committee appointments are made by the committee and Staff Liaison. A final recommendation is given to the Executive Committee for approval. If unexpected committee vacancies occur, appointments may be made anytime during the year, with the term ending November 1 of the third year of service.

The committee, along with Staff Liaisons, will determine who will serve as Committee Chair, with final approval by the Executive Committee.

Committee Role

Chair

- Coordinates the committee's direction with Staff Liaison.
- Develops future committee leadership.
- Chairs committee meetings and conference calls.

Committee Liaison (MBA)

- Serves as a conduit for information between the Certificate of Excellence Advisory Committee and the Meritorious Budget Awards Advisory Committee.
- Brings recommendations from the Meritorious Budget Awards Advisory Committee to the Certificate of Excellence Advisory Committee, and vice versa.

Board Liaison

- Reports on committee activities to the Board of Directors.
- Serves as a resource for the committee.

Members

- Promote the programs through workshops, discussion groups, and seminars associated with the Annual Meeting and other association events.
- Contribute relevant articles to ASBO publications.
- Respond to technical questions regarding program guidelines.
- Assist in recruiting and retaining program reviewers.
- Maintain program materials such as workshop and marketing materials.

Staff Liaison

- Maintains contact with the committee throughout the year.
- Serves as a resource for the committee.
- Monitors committee activities and reports to the Board of Directors.

EDITORIAL BOARD

Mission

The Editorial Board works to strengthen the association's membership magazine, *School Business Affairs*, and book program. Committee members make recommendations and otherwise assist the ASBO editor in producing a high-quality, useful, and balanced magazine covering the school business management field. Committee members annually develop a prioritized list of recommended book topics.

Committee Structure

- Chair
- Vice Chair
- Board Liaison
- Members (up to 8 School Business Officials or academicians)
- Staff Liaison

Qualifications

The committee is comprised of ASBO International members who are School Business Officials or academicians in a field directly related to school business administration. The committee membership is to be geographically representative.

Appointment Process

As members' terms expire, new members are sought and/or expiring members are pre-appointed. The Executive Director, ASBO Staff Liaison, and Editorial Board members identify and recommend replacement members. The Board of Directors approves or rejects the entire slate. All members of the Editorial Board are appointed to serve a three-year term. Members can be reappointed to serve a second consecutive three-year term, after which they must rotate off the committee for at least three years. The Chair serves one three-year term and then must leave the committee for at least three years before reapplying for membership.

Committee Role

The Editorial Board meets annually.

Chair

- Advises staff in the development of a three-year publications development plan.
- Coordinates committee members' work in identifying pertinent topics, articles, and authors for ASBO publications.
- Coordinates the committee review of unsolicited *School Business Affairs* articles and book proposals, as necessary
- Directs an annual committee critique of *School Business Affairs*
- Advises staff in developing an agenda for committee meetings.
- Chairs Editorial Board meetings and ensures that meeting minutes are taken and reported.
- Coordinates and directs duties of Vice Chair and members.
- Participates in the process of evaluating committee membership.

Vice Chair

- Coordinates committee members in developing an annual prioritized list of proposed book topics.
- Advises staff in the development of Request for Proposals for book development.
- Coordinates with ASBO staff on the review of book proposals, as needed.
- Chairs committee meetings in the Chair's absence.
- Participates in the annual process of evaluating committee members.

Board Liaison

- Reports committee activities to the Board of Directors.

- Serves as a resource for the committee.
- Reviews the committee's mission and activities and recommends committee membership as appropriate.

Members

- Serve as the shepherd (coordinator) of one issue each calendar year.
- Assist other committee members in identifying authors and articles for other issues.
- Review selected articles for *School Business Affairs*.
- Participate in annual critiques of *School Business Affairs*.

ASBO Staff Liaison (Editor)

- Communicates regularly with committee members.
- Serves as a resource for the committee.
- Monitors committee activities and reports to the Board of Directors.

MEMBERSHIP ADVISORY COMMITTEE

Mission

The Membership Committee actively aligns itself with ASBO's membership strategies in its work to support ASBO staff in recruiting new members and retaining current ASBO International members.

The committee welcomes new committee members on a monthly basis, and makes itself available to answer general questions from ASBO International members.

Committee Structure

- Chair
- Vice Chair
- Members
- Board Liaison
- Staff Liaison

APPOINTMENT AND RENEWAL PROCESS

Chairs and Vice Chairs

Chair and Vice Chair appointments, are made by ASBO's Executive Committee for a three-year term of service after nominations are collected from each committee. Interim appointments may be made at any time to fill unexpected vacancies. Chairs and Vice Chairs can serve in a leadership role for two terms and then wait three years before serving again as a committee chair or vice chair. They may, however, continue on the committee as members.

When an opening is anticipated, the chair shares the pending vacancy with the entire committee. Those interested in consideration for the leadership position state their reasons, etc., and the entire committee is engaged in making a collective recommendation to the ASBO staff liaison and board liaison (see page 26 for form). The staff will review recommendations and send them to the ASBO Executive Committee for approval (per ASBO's policy). The appointment and reappointment of committee leaders by the Executive Committee will take into account the candidate's recognized leadership and technical expertise in the committee's interest area(s), his or her previous involvement with the committee, recommendations of the existing committee

Chair, and reports and recommendations provided by the committee's Board Staff Liaison, as well as overall committee feedback. Individuals being considered for a leadership role must have at least one year on the committee before serving in a leadership capacity. (Note: The Board may waive these requirements if necessary in the best interest of the organization.)

Members

Committee appointments are for three-year terms and become effective at any time during the calendar year. Renewal is based on the active participation of the member in achieving committee goals and objectives. In cases where a member does not uphold ASBO's Code of Ethics & Standards of Conduct (see Appendix of ASBO's Professional Standards) he or she may be removed from the committee prior to the end of their terms if deemed necessary by the committee Chair, Board Liaison, and Staff Liaison.

Committee Role

Chair

- Coordinates the committee's direction with Staff Liaison.
- Develops future committee leadership.
- Chairs committee meetings and conference calls.

Board Liaison

- Reports on committee activities to the Board of Directors.
- Serves as a resource for the committee.

Members

Staff Liaison

- Maintains contact with the committee throughout the year.
- Serves as a resource for the committee.
- Monitors committee activities and reports to the Board of Directors.

EXHIBITS ADVISORY COMMITTEE

Mission

The Exhibits Advisory Committee works to strengthen the communication network between exhibitors and the association in order to increase the number of exhibitors at the Annual Meeting and exhibitor satisfaction

Committee Structure

- Chair
- Vice Chair
- Committee Members (two exhibitors)
- Executive Director
- Exhibits and Sponsorships Manager
- Board Liaison

Qualifications

Members of the Exhibits Advisory Committee must represent a firm that exhibits at the ASBO Annual Meeting for the years in which they serve.

Appointment Process

The two Exhibits Advisory Committee members serve two-year terms, with one member starting his or her term in an even year and the other member's term starting in an odd year.

The Chair serves a three-year term. One year prior to the expiration of the Chair's term, Exhibits Advisory Committee members recommend a current committee member to assume the position of Vice Chair (one-year term). That individual will then advance to Chair after serving the one-year term. The three-year term of office will expire at the end of the third Annual Meeting for which the Chair is responsible.

Recommendations for new committee members come from exhibitors, ASBO staff, current committee members, or an individual who volunteers to serve on the committee. ASBO staff and current committee members determine who will serve on the committee.

Committee Role

The committee will meet a minimum of two times a year.

Chair

- Presides over committee meetings and assists ASBO staff in setting agenda.
- Provides input regarding determination of cities for Annual Meeting that would be beneficial to members and exhibitors.
- Develops traffic-building ideas for the Exhibit Hall.

Vice Chair

- Assists the committee chair as needed.

Board Liaison

- Reports on committee activities to the Board of Directors.
- Serves as an advocate for the committee and Exhibit Hall.
- Serves as a resource for the committee.
- Review the committee's mission and activities and recommends committee membership and leadership, as appropriate.

Members

- Advise on show rules and schedules.
- Act as liaisons between ASBO and exhibiting firms (current and potential).
- Reviews the annual exhibitor survey.
- Recommend and assist in developing traffic-building ideas for the Exhibit Hall.
- Review and compare what other associations in the industry are doing with exhibits.
- Provide on-site support.

Staff Liaison

- Oversees the committee.

- Arranges all committee meetings and conference calls.
- Prepares meeting notices, agendas, and minutes.

Communication between the committee and ASBO staff is a key element in the success of this committee. ASBO staff will keep the committee informed of ASBO-related items, such as planned activities or policy changes, as they relate to the Exhibit Hall, through written correspondence.

The committee will report to the ASBO Board of Directors. All committee activity will be communicated to the ASBO Board of Directors through committee meeting minutes. ASBO's Executive Director will convey any action of the committee to the Board of Directors.

PROFESSIONAL COMMITTEES

PROFESSIONAL COMMITTEES

Professional Committees are aligned by the ASBO Professional Standards and are organized into the following specialty areas:

Financial Resource Management:

- **Accounting, Auditing, and Budgeting**
Enhances understanding of school entity accounting, auditing, and budgeting.
- **School Finance**
Monitors school finance issues that impact school operations.

Human Resource Management:

- **Human Resources and Labor Relations**
Monitor the complete spectrum of human resource management issues.
- **Professional Development**
Focuses on all aspects of continuing professional development and in-service training needs of school business officials.
- **Management Techniques**
Prepares school business officials with planning the total business operation.

Information Management:

- **Information Systems**
Focuses on research and reporting on all aspects of technology and the creation of information by which a school entity is managed.

Educational Enterprise:

- **Legislative Affairs**
Focuses on legislative and regulatory issues to increase visibility and influence among legislators, regulators, the education community, and the general public
- **Legal Aspects**
Focuses on activities related to the law and regulation of school business matters.

Property Acquisition and Management:

- **Purchasing and Supply Management**
Focuses on current procurement methods for supplies, equipment, and services needed to operate school entities.

Facility Management:

- **School Facilities Management**
Works to enhance school facilities management.
- **Environmental Aspects**
Investigates environmental concerns that impact the health and safety of students and staff members.

Ancillary Services:

- **Pupil Transportation**
Provides information to school business officials on the latest developments and issues affecting the pupil transportation industry.
- **Risk Management**
Develops information to meet the insurance needs of school entities.
- **School Food and Nutrition Management**
Focuses on comprehensive plans for operating school food service programs.

Purpose

The purpose of the Professional Committees is to function as a resource to ASBO staff and members by investigating its specialty area within the field of school business management and reporting findings, providing recommendations, and sharing new information through ASBO periodicals, focus groups, online services, books and publications, and ASBO Annual Meeting programming.

COMMITTEE STRUCTURE

- Chair, Vice Chair
- Board Liaison
- Members
- Staff Liaisons

APPOINTMENT AND RENEWAL PROCESS

Chairs and Vice Chairs

Chair and Vice Chair appointments, are made by ASBO's Executive Committee for a three-year term of service after nominations are collected from each committee. Interim appointments may be made at any time to fill unexpected vacancies. Chairs and Vice Chairs can serve in a leadership role for two terms and then wait three years before serving again as a committee chair or vice chair. They may, however, continue on the committee as members.

When an opening is anticipated, the chair shares the pending vacancy with the entire committee. Those interested in consideration for the leadership position state their reasons, etc., and the entire committee is engaged in making a collective recommendation to the ASBO staff liaison and board liaison (see page 24 for form). The staff will review recommendations and send them to the ASBO Executive Committee for approval (per ASBO's policy). The appointment and reappointment of committee leaders by the Executive Committee will take into account the candidate's recognized leadership and technical expertise in the committee's interest area(s), his or her previous involvement with the committee, recommendations of the existing committee Chair, and reports and recommendations provided by the committee's Board Staff Liaison, as well as overall committee feedback. Individuals being considered for a leadership role must have at least one year on the committee before serving in a leadership capacity. (Note: The Board may waive these requirements if necessary in the best interest of the organization.)

Members

Committee appointments are for three-year terms and become effective at any time during the calendar year. Members may serve on only one Professional Committee at any given time and will work under the direction of the committee's Chair and Vice Chair. Renewal is based on the active participation of the member in achieving committee goals and objectives. In cases where a member does not uphold ASBO's Code of Ethics & Standards of Conduct (see Appendix of ASBO's Professional Standards) he or she may be removed from the committee prior to the end of their terms if deemed necessary by the committee Chair, Board Liaison, and Staff Liaison.

Board Liaison

Each committee has a member of the ASBO International Board of Directors to serve as its primary liaison. The ASBO President-Elect makes appointments annually.

COMMITTEE ROLE

Chair

- Leads development of committee's annual objectives to align with the ASBO Strategic Plan and ensures the committee's commitment to the Strategic Plan.
- Leads implementation and completion of committee's annual objectives.
- Develops and mentors committee members to become committee leaders.
- Attends the Leadership Conference and Annual Meeting.
- Oversees Annual Meeting programming selection in concert with the committee members and staff.
- Establishes agenda, maintains records, and ensures minutes are taken for committee meetings and conference calls.
- Works in concert with the committee members, staff, and board liaisons to establish and meet annual committee goals and objectives.
- Actively uses and encourages the use of the committee e-community as a primary communication tool.
- Promotes committee membership and develops promotional campaigns to attract new committee members.
- Assists committee members in identifying and locating potential presenters and ensures that a committee leader or member serves as a moderator for sessions.
- Provides quarterly reports to the ASBO staff Liaison.
- Coordinates and communicates committee recommendation for official ASBO position on relevant issues to be recommended to ASBO Board.

Vice Chair

- Assists the Chair in accomplishing the committee's established objectives.
- Attends the Leadership Conference and Annual Meeting.
- Assists Chair and committee members in identifying and locating potential presenters
- Ensures that a committee leader or member serves as a moderator for sessions.
- Actively uses and encourages the use of the committee e-community as a primary communication tool.

Board Liaison

- Serves as a conduit for information about relevant committee activities to the Board of Directors and serves as an advocate for the committee.
- Assists committee's leadership in coordinating the Association's Strategic Plan and the committee's activities and plans.
- Reviews the Association's policies and procedures that govern committee activities and serves as a resource when questions arise.
- Participates on all committee conference calls.

Members

- Assist committee leaders in satisfying the committee's goals and objectives.
- Attend and participate in ASBO's Annual Meeting, committee meetings, and conference calls as often as possible.

- Assist the Chair, Vice Chair, and ASBO Staff Liaison in recommending program topics for the Annual Meeting and participate in committee-sponsored programs, by serving as a presenter or a moderator.

ASBO Staff Liaisons

- Maintains contact with committee leadership throughout the year.
- Works with Chair to evaluate continuing committee membership.
- Serves as a resource for committee.
- Coordinates information on Annual Meeting time lines.
- Promotes committee membership and develops promotional campaigns to attract new committee members.
- Monitors committee deliverables quarterly and reports to the Board of Directors.
- Engages committee input for requests that come to the attention of ASBO staff relating to the committee area of expertise.

PROFESSIONAL DEVELOPMENT PROGRAMMING

Leadership Conference

The Leadership Conference is a professional development opportunity as well as an opportunity for committees to complete work assignments. At the end of the Leadership Conference, Chairs and Vice Chairs provide ASBO staff with their committees' programming recommendations for ASBO's Annual Meeting. The Chair or Vice Chair should provide moderator information when requested by ASBO staff.

Partial financial support will be provided to pay the expenses (travel, lodging, and some meals) of Chairs and Vice Chairs to attend ASBO's Leadership Conference.

Annual Meeting Programming

The Professional Committees identify and monitor topics in school business management. Planning for the Annual Meeting begins with the distribution of a *Call for Presentations* to all members after the prior year's Annual Meeting. Programs are finalized at the following Leadership Conference. Copies of the program listing are sent to committee leaders for review prior to the publication of program materials. During the Annual Meeting, committee members participate in and monitor program content.

Criteria for session selection:

- Is this topic current and relevant to the School Business Management profession?
- What is the quality of the speaker(s)? (If a past presenter, review last year's evaluations or recommendations.)
- Is this presentation from a member, non-member, or vendor?
 - a. Priority to members, non-members, and government agencies
 - b. If vendor applies consider the following:
 1. Priority given to sponsors/partners of ASBO
 2. Is the presentation given by a vendor and SBO ASBO member?
 3. Credentials and expertise in the field outside of their employment
 4. Is it evident that this is not a commercial for their product?
 5. If found unsuitable, would a change make it better?

NOTE: All presenters must be paid registrants at the Annual Meeting. Request for funding forms are available.

COMMITTEE REPORTS

Annual Objectives

The committee goals and objectives are determined by the committee at the annual meeting. (See page 27.)

Committee Evaluation

Evaluation of Committee performance and how it relates to ASBO International's strategic plan is monitored by the staff liaisons and analyzed annually by the Board of Directors. Where a committee is not delivering benefit for ASBO membership, the ASBO Board, ASBO staff, or advancing the school business profession, action may be taken by the Board to reconstitute the committee as appropriate. Staff will provide the committees with a year-end committee accomplishment report at the Annual Meeting.

ASBO International 2006 Committee Structure

Professional Committees	Professional Standards	Board Liaison	Staff Liaison
1. Accounting, Auditing and Budgeting	Financial Resource Management	1. Neil Sullivan	Pam Konde
2. School Finance		2. John Musso	Ron Skinner
3. Prof Development		3. Neil Sullivan	Pam Weber
4. Human Resource Management	Human Resource Management	4. Erin Gauthier Green	Pam Weber
5. Management Techniques		5. Angie Peterman	Pam Weber
6. Information Systems	Information Management	6. John Musso	Janet Williams
7. Legal Aspects 8. Legislative Affairs	Educational Enterprise	7. Erin Gauthier Green 8. John Frombach	Ron Skinner
9. Purchasing & Supply Management		Property Acquisition and Management	9. Terry Haas
10. Environmental Aspects	Facility	10. Bruce Moltzan	Pam Konde
11. School Facilities Management	Management	11. Terry Haas	Pam Konde
12. Risk Management		12. Bruce Moltzan	Maureen Thompson
13. Pupil Transportation		13. Angie Peterman	Maureen Thompson
14. School Food & Nutrition (AFHK liaison)	Ancillary Services	14. Neil Sullivan	Jay Snyder

2006 Advisory and Standing Committee Structure

Standing Committees	Board Representation	Staff Liaison
Audit	Executive Committee	Anne Miller
Bylaws	Jerry Brendel Jim Rowan Neil Sullivan John Musso	Anne Miller
Guest Activities	Comprised of board member spouses	Maureen Thompson Manal Fahmy
Policy	Jim Rowan Neil Sullivan John Musso	Anne Miller
Advisory Committees	Board Liaison	Staff Liaison
COE	Jim Rowan	Pam Konde
MBA	Angie Peterman	Pam Konde
Editorial Board	Jim Rowan	Siobhan McMahon
Exhibits	John Musso	Janet Williams
Membership	Jim Rowan	Anne Miller
Committees of the Board of Directors		Staff Liaison
Executive	Comprised of board officers	Anne Miller
Election	John Frombach	Manal

ASBO Professional Committee Leadership Nomination FORM

Professional Committee:

Leadership Position: Chair Vice-Chair (circle one)

Name and ASBO Member number:

Years of ASBO Committee involvement: _____

Reasons for seeking leadership role:

Please fax form to 703-478-0205

Committee Name: _____

Committee Chair: _____

Committee Vice Chair: _____

ASBO INTERNATIONAL PROFESSIONAL COMMITTEE GOALS AND OBJECTIVES

The following Professional Committee Goals and Objectives have been identified by staff as ways the committees can share expertise with the ASBO membership. They are designed to serve as a road map for the leadership and the staff liaisons to work with throughout the year. While some of the initiatives are general in nature, it is our hope that your committee will identify the goals that are most relevant and appropriate to tailor to the scope of your committee, and strive to achieve measurable progress. Here is to a motivating and rewarding year!

Professional Committee Goals/Objectives:

First, identify Hot Topics pertaining to the committee and how it relates to legislation and regulations. Next, with these topics in mind, select from the following:

- Provide suggestions for names of leaders in the field for an ASBO Encounter Audio Seminar
- Submit at least one article per year per committee to *School Business Affairs Magazine*
- Participate in e-communities on the ASBO Web site. One of our goals is to increase the number of visits and postings.
- Identify Educational Program speakers and content for the ASBO Annual Meeting programming
- Conduct at least one committee conference call per year
- Identify possible opportunities for the committee to have objectives that have impact on an urban, rural, or international scope
- Collect committee leader photos for Annual Meeting Program Book

Track all other committee special projects throughout the year

Professional Committee Leader Travel Polices for the 2006 Leadership Conference

The following are the travel policies for the Professional Committee Leaders' travel to the 2006 Leadership Conference.

The following are eligible for travel reimbursement:

1. Chairs/Vice Chairs of the following committees:

- **Accounting, Auditing, and Budgeting**
- **School Finance**
- **Human Resources and Labor Relations**
- **Professional Development**
- **Management Techniques**
- **Information Systems**
- **Legislative Affairs**
- **Legal Aspects**
- **Purchasing and Supply Management**
- **School Facilities Management**
- **Environmental Aspects**
- **Pupil Transportation**
- **Risk Management**
- **School Food and Nutrition Management**

2. Others as approved

Policies:

1. ASBO will pay up to \$300 for airfare and mileage expenses for each Committee Chair and Vice Chair. Members outside of the Continental U.S. will work with ASBO staff to get the most economical fare. ASBO will reimburse up to \$600 for these situations. The Executive Director has the final approval for any unusual circumstances.
2. ASBO will pay for three hotel nights at the Leadership Conference headquarters hotel.
3. ASBO will provide meals at the conference for attendees. Any meals outside of the conference will be at the traveler's expense.
4. ASBO will not pay any travel incidentals (parking, cabs, etc.), these are at the traveler's expense.
5. To receive reimbursement, ASBO must receive the individual's travel reimbursement form within 30 days of the event.