Committee Manual
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>ASBO INTERNATIONAL MISSION STATEMENT</td>
<td>4</td>
</tr>
<tr>
<td>COMMITTEE CORE VALUES</td>
<td>4</td>
</tr>
<tr>
<td>COMMITTEE STRUCTURE</td>
<td>4</td>
</tr>
<tr>
<td>COMMITTEE ORIGINAL WORKS</td>
<td>5</td>
</tr>
<tr>
<td>COMMITTEE LIAISONS</td>
<td>5</td>
</tr>
<tr>
<td>ASBO INTERNATIONAL COMMITTEE DESCRIPTIONS</td>
<td>6</td>
</tr>
<tr>
<td>2020 ASBO INTERNATIONAL COMMITTEES ROSTER</td>
<td>7</td>
</tr>
<tr>
<td>STANDING COMMITTEES</td>
<td>8</td>
</tr>
<tr>
<td>AUDIT AND FINANCE</td>
<td>8</td>
</tr>
<tr>
<td>POLICY</td>
<td>8</td>
</tr>
<tr>
<td>BYLAWS</td>
<td>9</td>
</tr>
<tr>
<td>ETHICS</td>
<td>11</td>
</tr>
<tr>
<td>ADVISORY COMMITTEES</td>
<td>13</td>
</tr>
<tr>
<td>CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING</td>
<td>13</td>
</tr>
<tr>
<td>EDITORIAL</td>
<td>15</td>
</tr>
<tr>
<td>EDUCATION COMMITTEE</td>
<td>17</td>
</tr>
<tr>
<td>2020 EDUCATION COMMITTEE ROSTER</td>
<td>17</td>
</tr>
<tr>
<td>GOVERNMENTAL ACCOUNTING STANDARDS ADVISORY COMMITTEE</td>
<td>22</td>
</tr>
<tr>
<td>LEGISLATIVE</td>
<td>24</td>
</tr>
<tr>
<td>MERITORIOUS BUDGET AWARD</td>
<td>26</td>
</tr>
<tr>
<td>INDEPENDENT COMMISSIONS</td>
<td>28</td>
</tr>
<tr>
<td>CERTIFICATION</td>
<td>28</td>
</tr>
</tbody>
</table>
ASBO International members come from varied backgrounds with different experiences, strengths, and interests but share the common goal of optimizing resources for the students and communities they serve.

Each ASBO International committee volunteer offers unique insight and energy toward this shared goal, and contributes to ensuring that our programs, services, procedures, and resources are relevant, timely, and promote the highest standards of school business management. Their efforts will not only strengthen their own skills and expertise, but the profession as a whole.

We are grateful to all ASBO International volunteers for sharing their talents to advance the profession of school business and ensure their colleagues are equipped to provide the best possible support to every student.

Sincerely,

David Lewis
Executive Director
ASBO International
ASBO INTERNATIONAL MISSION STATEMENT

ASBO International’s mission is to lead the profession of school business forward. Through our professional growth opportunities, programs, and services, we promote the highest standards of school business management practices. We provide a global network of support that enhances our members’ ability to collaborate and lead with a global perspective. We are dedicated to supporting school business officials and providing the resources they need to effectively use educational resources—ultimately ensuring every student has the opportunity to receive a quality education.

COMMITTEE CORE VALUES

Committees shall:

- Serve to benefit the greatest number of ASBO International members possible and to advance the school business profession.

Committee Chairs, Vice Chairs, and Liaisons shall:

- Provide visionary leadership.
- Demonstrate openness to new ideas.
- Commit to excellence and innovation.
- Engage actively in life-long learning.
- Value the contribution of individual committee member thought and analysis.
- Value committee member time, expertise, and contributions.
- Embrace the opportunity for committee contributions to the work of the organization.
- Evaluate committee members’ participation and make appropriate recommendations for continuation of membership.

Committee Members shall:

- Embrace the responsibility for awareness of factors that impact the committee’s area of professional school business operations.
- Commit to providing for the professional information needs of members.
- Focus on and be responsive to members’ needs and key issues.

COMMITTEE STRUCTURE

The ASBO International Board of Directors shall identify and maintain a committee structure to provide timely and expert consultation, and to assist with association programs. The Board shall adopt and approve annually the Committee Manual.

All committee members will be required to follow the requirements set by the Board of Directors and/or an independent commission. Service on a committee is open to any voting member of ASBO International, unless otherwise stated. Appointments will take into consideration a member’s areas of expertise, professional background, and geographic location to ensure full and balanced committees.
COMMITTEE ORIGINAL WORKS

All products generated by a committee convened by ASBO International are the sole property of ASBO International and no member of the committee may use the project deliverables and intellectual properties or any other works of the group to derive personal gain.

COMMITTEE LIAISONS

Board Liaison
A member of the ASBO International Board of Directors serves on each advisory committee as a Board Liaison. The role of the Board Liaison is to:

- Report on committee activities to the Board of Directors and advocate for the committee to ensure the Board is apprised of current issues from the committee.
- Serve as a resource for the committee.
- Ensure the committee is functioning properly and has not overstepped its boundaries as a committee.
- Help the committee Chair coordinate the committee’s mission and activities with the association’s Strategic Plan.
- Review the committee’s mission and activities and recommend committee membership as appropriate.

Staff Liaison
A member of the ASBO International staff serves on each committee as a Staff Liaison. The role of the Staff Liaison is to:

- Maintain contact with the committee Chair throughout the year.
- Work with the Chair to evaluate continuing committee membership.
- Serve as a resource for the committee.
ASBO INTERNATIONAL COMMITTEE DESCRIPTIONS

Standing Committees
The ASBO International Board of Directors recognizes that certain association matters need continuing attention. These matters are attended to by these standing committees:

- Audit and Finance
- Bylaws
- Election
- Ethics
- Executive
- Policy

Standing committees are closely monitored to ensure there is no interference with the operational duties and responsibilities of the association’s administration. It takes a majority of seven votes of the Board of Directors to create a standing committee after its goals and objectives have been clearly set forth.

Advisory Committees
The advisory committees serve in an advisory capacity to an ASBO International program or service. These committees act as a resource to ASBO International’s professional staff and assist the association in serving its members and achieving its objectives. Advisory committees include:

- Certificate of Excellence in Financial Reporting
- Editorial
- Education
- Governmental Accounting Standards
- Legislative
- Meritorious Budget Award

Ad Hoc Committees
Ad hoc committees can be appointed by the Board of Directors on an as-needed basis. Ad hoc committees aid in the development and improvement of programs and services that are offered to members of ASBO International. Specific objectives, expectations, and travel reimbursements associated with the ad hoc committees will be handled at the time of the committee development.

Independent Commissions
The Board of Directors may establish independent commissions to address specific issues of importance that require governance outside of the Board of Directors. Currently, Certification is the independent commission.
## 2020 ASBO INTERNATIONAL COMMITTEES ROSTER

**Effective January 1, 2020**

<table>
<thead>
<tr>
<th>STANDING COMMITTEES</th>
<th>BOARD LIAISONS</th>
<th>BOARD POSITIONS</th>
<th>STAFF LIAISONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit and Finance</td>
<td>Claire Hertz, Ed Chabal, Tom Wohlleber, Marvin Dereef, Bill Sutter</td>
<td>President, Vice President, Immediate Past President, 3rd Year Director</td>
<td>David Lewis</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Ed Chabal, Susan Harkin, John Hutchison, Marvin Dereef, Bill Sutter</td>
<td>Vice President, 2nd Year Director, 2nd Year Director, 3rd Year Director*</td>
<td>David Lewis</td>
</tr>
<tr>
<td>Election</td>
<td>Tom Wohlleber</td>
<td>Immediate Past President</td>
<td>David Lewis</td>
</tr>
<tr>
<td>Ethics</td>
<td>Tom Wohlleber</td>
<td>Past President</td>
<td>David Lewis</td>
</tr>
<tr>
<td>Executive</td>
<td>Claire Hertz, Ed Chabal, Tom Wohlleber</td>
<td>President, Vice President, Immediate Past President</td>
<td>David Lewis</td>
</tr>
<tr>
<td>Policy</td>
<td>Ed Chabal, Susan Harkin, John Hutchison, Marvin Dereef*, Bill Sutter*</td>
<td>Vice President, 2nd Year Director, 2nd Year Director, 3rd Year Director*</td>
<td>David Lewis</td>
</tr>
</tbody>
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<tr>
<th>ADVISORY COMMITTEES</th>
<th>BOARD LIAISONS</th>
<th>BOARD POSITIONS</th>
<th>STAFF LIAISONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE</td>
<td>Ryan Stechschulte, John Hutchison, Marvin Dereef</td>
<td>1st Year Director, 2nd Year Director, 3rd Year Director</td>
<td>Susan Lambert</td>
</tr>
<tr>
<td>Editorial</td>
<td>Ed Chabal</td>
<td>Vice President</td>
<td>Siobhán McMahon</td>
</tr>
<tr>
<td>Education</td>
<td>Ed Chabal</td>
<td>Vice President</td>
<td>Stephanie Johnson</td>
</tr>
<tr>
<td>GASAC</td>
<td>John Hutchison</td>
<td></td>
<td>Susan Lambert</td>
</tr>
<tr>
<td>Legislative</td>
<td>Tom Wohlleber</td>
<td>Immediate Past President</td>
<td>David Lewis</td>
</tr>
<tr>
<td>MBA</td>
<td>David Ginsberg, Susan Harkin, Bill Sutter</td>
<td>1st Year Director, 2nd Year Director, 3rd Year Director</td>
<td>Molly Barrie</td>
</tr>
</tbody>
</table>

*2019 Bylaws and Policy Committee members were asked to remain on the committee in 2020 to provide continuity and to assist with updates to Bylaws and Board Policy.*
STANDING COMMITTEES

AUDIT AND FINANCE

The Audit and Finance Committee is comprised of the Executive Committee and two 3rd Year Directors, and shall review the organization’s accounting policies, internal financial controls, and risk management procedures. It also meets and communicates annually with the organization’s audit firm to indicate the scope and depth of the audit and to agree to the conditions of engagement letter, reviews the auditor’s reports and makes the Board aware of key risks facing the association, and identifies strategies for dealing with risks.

POLICY

The Policy Committee is comprised of the Vice President, serving as Chair, and the two 2nd Year Directors, and shall provide guidance on the operations of the association by developing and revising Board policy.

The President and the Executive Director review the policy manual annually and recommend changes to the Policy Committee if necessary. The Policy Committee also suggests such policy changes as are required to conduct the affairs of the association.
BYLAWS

Mission
The Bylaws Committee receives, reviews, and recommends proposed bylaws amendments to the ASBO International Board of Directors. Bylaws are the set of rules that guide the association’s operations and activities.

Committee Structure
- Chair
- Vice Chair
- Committee Members (maximum of six)
- Board Liaisons (Vice President, 2nd Year Directors)
- Staff Liaison (ASBO International Executive Director)

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval processes based on the position to be filled.

Committee Members
- ASBO International will contact all eligible voting members of ASBO International to see if they are interested in applying and ask interested members to complete an application and submit a resume and a letter of interest detailing what experience and skills they would bring to the committee.

Chair and Vice Chair
- The Executive Director will ask the outgoing Chair to recommend his/her replacement. The replacement is often current Vice Chair, but also may be selected from the committee’s membership.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s membership to fill the vacancy.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Terms
Committee Members
- The three to six committee members serve staggered three-year terms.

Chair and Vice Chair
- The Chair and Vice Chair are eligible to serve three-year terms.

Board Liaisons
- The Vice President and two 2nd Year Directors serve one-year terms, based on their rotation on ASBO International’s Board of Directors.
Qualifications
• All committee members must be voting ASBO International members.

Committee Roles
Chair
• Provides leadership and guidance to the other committee members, including mentoring committee members for future leadership positions.
• Coordinates the committee’s direction in collaboration with Staff Liaison, e.g., developing committee meeting agendas.
• Chairs committee meetings and conference calls.
• Coordinates committee members’ work in reviewing bylaws and bylaws amendments.
• Responds to member questions as they relate to bylaws amendments.
• Coordinates and directs duties of Vice Chair and members.

Vice Chair
• Assists Chair as needed.
• Coordinates committee members in reviewing and amending bylaws.
• Chairs committee meetings in the Chair’s absence.
• Participates in the process of evaluating committee members.

All Committee Members
• Receive, review, and recommend changes to bylaws.
• Ensure adherence to the bylaws amendments process and timeline.
Mission
The Ethics Committee upholds the highest moral and ethical standards of ASBO International members by administering ASBO International’s Code of Ethics. The Ethics Committee may receive, initiate, and investigate claims of unethical conduct of members and recommend action to the Board of Directors relative to disciplinary action or other matters of the association.

Committee Structure
- Chair
- Vice Chair
- Committee Members
- ASBO International Legal Counsel
- Board Liaison (Immediate Past President)
- ASBO International Executive Director

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval processes based on the position to be filled.

Committee Member
- ASBO International will contact all eligible voting members of ASBO International to see if they are interested in applying and ask interested members to complete an application and submit a resume and a letter of interest detailing what experience and skills they would bring to the committee.

Chair and Vice Chair
- The Executive Director will ask the outgoing Chair to recommend his/her replacement. The replacement is often the current Vice Chair, but may also be a member of the committee.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s membership to fill the vacancy.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Term
Committee Members
- The SBO Practitioner/AEDG Liaison is eligible to serve a three-year term.

Chair and Vice Chair
- The Chair and Vice Chair are eligible to serve three-year terms.
**Board Liaison**

- The Immediate Past President serves a one-year term, based on his/her rotation on ASBO International’s Board of Directors.

**Qualifications**

- All committee members must be voting ASBO International members.

**Committee Roles**

**Chair**

- Provides leadership and guidance to the other committee members, including mentoring committee members for future leadership positions.
- Coordinates the committee’s direction in collaboration with the Executive Director, e.g., developing committee meeting agendas.
- Chairs committee meetings and conference calls.
- Coordinates committee members’ work in reviewing the Code of Ethics.
- Responds to member questions as they relate to the Code of Ethics.
- Coordinates and directs duties of Vice Chair and members.

**Vice Chair**

- Assists Chair as needed.
- Coordinates committee members in reviewing and amending the Code of Ethics.
- Chairs committee meetings in the Chair’s absence.
- Participates in the process of evaluating committee members.

**Legal Counsel**

- Provides legal perspective to claims of unethical conduct of members or other association matters.
- Provides legal perspective on policy recommendations and/or amendments to the Code of Ethics.

**All Committee Members**

- Receive, review, and recommend changes to the Code of Ethics.
- Review potential conflicts of interest and recommend appropriate action to the Board of Directors.
- Develop policy recommendations on ethical issues.
ADVISORY COMMITTEES

CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING

Mission
The Certificate of Excellence in Financial Reporting (COE) Advisory Committee serves as a resource for the Certificate of Excellence in Financial Reporting (COE) program. The committee promotes school districts’ preparation of Comprehensive Annual Financial Reports (CAFRs) and the COE program.

Committee Structure
- Chair
- Vice Chair
- SBO Practitioners (maximum of five)
- Consultant (1)
- Board Liaisons (1st, 2nd, and 3rd Year Directors)
- Staff Liaison

Selection and Approval Process
When a committee position becomes vacant, (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval process based on the position to be filled.

SBO Practitioners
- ASBO International will contact eligible ASBO members to see if they are interested in applying and ask interested members to complete an application and submit a resume.
- The Staff Liaison will collect and submit application materials to the Chair and Vice Chair for review and recommendation.

Chair and Vice Chair
- The Staff Liaison will ask the outgoing Chair to recommend his/her replacement. The replacement often is the current Vice Chair, but also may be selected from the committee’s members.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s SBO Practitioners to fill the vacancy.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Term
Committee members serve three-year terms. A member may serve up to two consecutive three-year terms. There must be a three-year break after the consecutive terms served before an individual can re-apply for committee membership.
Qualifications

- All committee members, excluding the Consultant, must be voting ASBO International members.
- Committee members must be COE submitting officials from districts that currently submit to the COE program and have received the COE award in the past three or more years OR Finance or accounting professionals who have a significant role preparing their district CAFRs, currently submit to the COE program, and have received the COE award in the past three or more years. Submitting official recommendation is required.
- Certified Public Accountant is preferred but not mandatory.
- Committee members must be able to provide technical input on current and future GASB topics.

Committee Roles

Chair

- Coordinates the committee’s direction with Staff Liaison, e.g., developing committee meeting agendas and program materials.
- Chairs committee meetings and conference calls.
- Promotes and presents on CAFR preparation and the COE program at state affiliate meetings and to their own state membership.
- Participates in selecting new committee members.

Vice Chair

- Assists Chair with coordinating the committee’s direction, developing committee meeting agendas, and program materials as needed.
- Chairs committee meetings and conference calls in the Chair’s absence.
- Promotes and presents on CAFR preparation and the COE program at state affiliate meetings and to their own state membership.
- Participates in selecting new committee members.

All Committee Members

- Promote and present on CAFR preparation and the COE program at state affiliate meetings and to their own state membership.
- May participate in the COE seminar at the Annual Conference & Expo.
- Assist with the development of COE training and marketing materials as needed.
- May serve as a member of the COE Appeal Review Committee.
Mission
The Editorial Advisory Committee (EAC) works to strengthen the association’s membership magazine, *School Business Affairs* (*SBA*). Committee members make recommendations and otherwise assist the *SBA* editor in producing a high-quality, useful, and balanced magazine covering the school business management field. The committee also makes recommendations and assists the editorial staff with ASBO International’s other publications.

Committee Structure
- Chair
- Vice Chair
- SBO Practitioners or Academics (maximum of eight)
- Board Liaison
- Staff Liaison

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval processes based on the position to be filled.

*SBO Practitioners, or Academics*
- ASBO International will contact eligible members to see if they are interested in applying and ask them to complete an application and submit a resume.

*Chair and Vice Chair*
- The Staff Liaison will ask the outgoing Chair to recommend his/her replacement. The replacement often is the current Vice Chair, but also may be selected from the committee’s SBO practitioners, academics, or experts.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s SBO practitioners, academics, and experts.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Term
Committee members serve three-year terms. A member may serve up to two consecutive three-year terms. After a three-year break, the member can re-apply for committee membership.

Qualifications
All committee members must be voting ASBO International members. Members must be employed in the field of school business or educational administration, employed at an institution in a field directly related to school business, or have a background/expertise in school business management. Members must have the time to contribute effectively to the committee, be willing to author or coordinate at least four articles per year for *SBA* and should have a regional or national network of contacts in school business administration.

To maintain membership on the EAC, a member must publish/coordinate the publication of four
articles per year in SBA, attend onsite meetings of the EAC, participate in conference calls, and continue to be employed in a school business-related capacity.

**Committee Roles**

**Chair**

- Chair meetings and assist Staff Liaison in setting agenda and ensuring meeting minutes are taken and reported.
- Direct committee’s work in coordination with committee goals and the ASBO International Strategic Plan.
- Coordinate committee members’ work in identifying pertinent topics, articles, and authors for SBA.
- Direct an annual committee critique of SBA.
- Coordinate and direct duties of Vice Chair and members.
- Participate in the process of evaluating committee membership.
- Coordinate work with other ASBO committees and the Education Committee.

**Vice Chair**

- Chair committee meetings in the Chair’s absence.
- Assist the Chair in directing the committee members’ work.
- Participate in the annual process of evaluating committee members.
- Develop committee’s book-related projects in coordination with goals of the ASBO International Strategic Plan.
- Work with Staff Liaison to establish a priority for book development projects.
- Review the association’s book list and recommend disposition of current titles annually.

**All Committee Members**

- Identify themes, authors, and articles for SBA.
- Identify and recommend areas around which ASBO International should develop new publications.
- Review selected articles for SBA.
- Participate in critiques of SBA.
EDUCATION COMMITTEE

Mission
The Education Committee contributes to the development of content that advances member knowledge, competency, and professionalism through year-round learning opportunities. These opportunities may include webinars, face-to-face education sessions, self-paced eLearning modules, toolkits, and more.

ASBO International Professional Standards
Liaisons will represent the 25 focus areas of ASBO International’s Professional Standards.

Educational Enterprise
1. Organization and Administration
2. Public Policy and Intergovernmental Relations
3. Legal Issues

Financial Resource Management
4. Principles of School Finance
5. Budgeting and Financial Planning
6. Accounting, Auditing, and Financial Reporting
7. Cash Management, Investments, and Debt Management
8. Technology for School Finance Operations

Human Resource Management
9. Personnel and Benefits Administration
10. Professional Development
11. Labor Relations and Employment Agreements
12. Human Relations

Facilities Management
13. Planning and Construction
14. Maintenance Operations

Property Acquisition Management
15. Purchasing
16. Supply and Fixed asset Management
17. Real Estate Management

Information Management
18. Strategic Planning
19. Instructional Support Program Evaluation
20. Instructional Program Evaluation
21. Communications
22. Management Information Systems

Ancillary Services
23. Risk Management
24. Transportation
25. Food Service

Committee Structure
- Chair
- Vice Chair
- Liaisons (25)
- Board Liaison
- Staff Liaison

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the selection and approval processes based on the position to be filled.
Liaisons

• The current Liaison may be asked to recommend his/her replacement from among Content Experts (see below).
• An application will be sent to all Content Experts if the replacement recommendation does not accept or is not approved for the role.
• The Staff Liaison will collect and submit application materials to the Chair and Vice Chair for review and recommendation.

Chair and Vice Chair

• The Staff Liaison will ask the current Chair to recommend his/her replacement. The replacement is often the current Vice Chair, but also may be selected from the committee’s Liaisons.
• If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s Liaisons.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Terms

The Chair, Vice Chair, and Liaisons may serve a maximum of two, 2-year terms. There must be a two-year break after the consecutive terms served before an individual can re-apply for a leadership position. Content Expert terms are unlimited.

Qualifications

• Committee leaders and liaisons must be ASBO International members who are active school business practitioners. Industry suppliers may not hold a leadership position on the Education Committee.

Committee Roles

Chair

• Guides the work of the committee and oversees development of education content for conference sessions, webinars, and eLearning opportunities.
• Serves as the voice of the committee in communications among the committee, ASBO International staff, and the Board Liaison.
• Reports on ASBO International education content in collaboration with the Vice Chair and Liaisons.
• Promotes membership engagement in volunteer opportunities and develops and mentors Content Experts to become committee leaders.
• Encourages open communication and welcomes diverse perspectives.
• Attends ASBO International’s Editorial Advisory Committee meeting to integrate education content and ASBO International editorial content.
• Moderates the Education Planning Session at the Annual Conference & Expo.

Vice Chair

• Assists the Chair in accomplishing the committee’s objectives.
• Works with Liaisons to ensure the quality of the annual conference sessions, webinars, and
eLearning opportunities.

- Identifies education program needs according to the appropriate Professional Standards Focus Areas.
- Chairs committee meetings when the Chair is absent.
- Helps the Chair and Liaisons identify potential education presenters.
- Encourages open communication and welcomes diverse perspectives.
- Promotes membership engagement in volunteer opportunities and develops and mentors Content Experts to become committee leaders.
- Attends ASBO International’s Editorial Advisory Committee meeting to integrate education content and ASBO International editorial content.
- Helps prepare Liaisons to lead the table discussions at the Education Planning Session at the Annual Conference & Expo.

**Liaisons**

- Review education session content related to their Professional Standards Focus Areas, review proposed fields of study, and ensure content addresses relevant needs. Recommend modifications where necessary.
- Are available to review webinar content.
- Participate in 1–2 scheduled conference calls annually
- Lead a table discussion during the Education Planning Session at the Annual Conference.
- Are proactive in communicating education volunteer opportunities to and soliciting expertise from Content Experts.
- Readily respond to posts on the Global School Business Network.
- Provide recommendations to ASBO International staff regarding emerging hot topics for the upcoming learning opportunities, as well as for ad hoc volunteer projects to be posted in the Global School Business Network.
- Encourage open communication and welcome diverse perspectives.

**Content Experts** – School business subject matter experts identified to provide support to the committee and serve as a resource supporting ad hoc volunteer initiatives and education opportunities. Any dues-paying ASBO International member may be a Content Expert.
# 2020 EDUCATION COMMITTEE ROSTER

**Effective January 13, 2020**

**Chair:** Brian Allen | **Vice Chair:** David Bein

**Board Liaison:** Ed Chabal | **Staff Liaison:** Stephanie Johnson

<table>
<thead>
<tr>
<th>Focus Areas</th>
<th>Liaisons</th>
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</thead>
<tbody>
<tr>
<td>Educational Enterprise</td>
<td></td>
</tr>
<tr>
<td>Organization and Administration</td>
<td>Avery Embry</td>
</tr>
<tr>
<td>Public Policy and Intergovernmental Relations</td>
<td>Mary Ellen Normen</td>
</tr>
<tr>
<td>Legal Issues</td>
<td>Charlie Russo</td>
</tr>
<tr>
<td>Financial Resource Management</td>
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</tr>
<tr>
<td>Principles of School Finance</td>
<td>Mohsin Dada</td>
</tr>
<tr>
<td>Budgeting and Financial Planning</td>
<td>Michelle Brown</td>
</tr>
<tr>
<td>Accounting, Auditing, and Financial Reporting</td>
<td>Sharie Lewis</td>
</tr>
<tr>
<td>Cash Management, Investments, and Debt Management</td>
<td>Zachary Lamont</td>
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<td>Maintenance and Operations</td>
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<td>Strategic Planning</td>
<td>Channa Byerly</td>
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<td>Instructional Support Program Evaluation</td>
<td>Kristy Miller</td>
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<td>Food Service</td>
<td>Nicole Melia</td>
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GOVERNMENTAL ACCOUNTING STANDARDS ADVISORY COMMITTEE

Mission
ASBO International is listed by name in the Governmental Accounting Standards Advisory Committee (GASAC) Operating Procedures as an organization that may nominate a member to serve on the GASAC.

The GASAC’s mission is to advise the Governmental Accounting Standards Board (GASB) on establishing and improving concepts and standards of accounting and financial reporting for state and local governmental entities.

Application and Nomination Process
The appointment of ASBO’s nomination for GASAC representative is contingent upon final approval by the Board of Trustees of the Financial Accounting Foundation.

GASAC members are required, in the judgment of the Trustees (1) to be knowledgeable about the issues involving, and the impact of, financial accounting and reporting by state and local governmental entities, or (2) to possess an expertise of value to the GASB.

Prior to the expiration of the GASAC representative’s term, ASBO International will initiate the following application and nomination process.

- An email will be sent to all ASBO International members announcing the vacancy, providing responsibilities of and the required qualifications for the GASAC representative.
- Applicants must submit a completed application form, their resume, and a letter of interest to the GASAC Staff Liaison.
- The Staff Liaison will confirm receipt of applications, process the documents, and send to the ASBO Board Liaison and Executive Director for Board review and approval.
- Upon ASBO’s Board review and nomination, ASBO International’s nominee’s name and required documents will be sent to the Board of Trustees of the Financial Accounting Foundation for review and approval.

Term
Per the GASAC Operating Procedures, members of the GASAC are appointed for two-year terms expiring on December 31 in the second calendar year of their election. They generally may be reappointed for up to two additional consecutive terms and serve without remuneration. Vacancies in unexpired terms of GASAC members may be filled by the Trustees of the Financial Accounting Foundation as deemed desirable by them.

Qualifications

- Certified Public Accountant.
- Demonstrated current, advanced technical knowledge, hands-on experience and facility with GAAP, governmental accounting, and school district financial reporting.
- Technical understanding of current and upcoming GASB pronouncements, requirements, topics being considered for research, etc.
• Awareness of how changes within GASB requirements would affect school districts and their financial reporting.
• Ability to gather and articulate to the GASAC school district priorities as they relate to GASB proposed research topics and pronouncements.
• Ability to fulfill responsibilities of the GASAC representative as described below and in the GASAC Operating Procedures.

**Representative Role**

• Attend three GASAC meetings per year.
• Ensure that information on the GASB's activities and publications is shared with ASBO International in order to share with greater membership.
• Work with ASBO Staff Liaison to gather views of ASBO International members prior to each GASAC meeting in order to provide input to the GASAC on Exposure Drafts of Statements of Governmental Accounting Standards, Statements of Governmental Accounting Concepts, Technical Bulletins and Implementation Guides, Preliminary Views, and other documents proposed for issuance by the GASB.
• If possible, observe at least one public meeting of the GASB each year.

When requested, and as practicable, serve on GASB task forces and other consultative groups as may be organized and appointed by the GASAC Chair.

Full representative responsibilities are listed in the [GASAC Operating Procedures](#).
LEGISLATIVE

Mission
The mission of the Legislative Advisory Committee (LAC) is to identify ASBO International’s legislative priorities and help ASBO International staff coordinate grassroots advocacy campaigns. Committee members will support the association in making ASBO International the primary source for information and influence on federal legislative and regulatory issues that affect school business officials.

Committee Structure
- Chair
- Vice Chair
- AEDG Liaisons (maximum of three)
- SBO Practitioners (maximum of five)
- K–12 Policy or Legal/Legislative Experts (maximum of two)
- Board Liaison
- Staff Liaison

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval processes based on the position to be filled.

SBO Practitioners
- ASBO International will contact eligible members to see if they are interested in applying and ask them to complete an application and submit a resume.

Chair and Vice Chair
- The Staff Liaison will ask the current Chair to recommend his/her replacement. The replacement is often the current Vice Chair, but also may be selected from the committee’s SBO Practitioners.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s SBO Practitioners.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Term
Committee members serve three-year terms. A member may serve two consecutive three-year terms. After a three-year break, the member can re-apply for committee membership.

Qualifications
All committee members, excluding K–12 Policy or Legal/Legislative Experts, must be voting ASBO International members. Members must be employed in the field of school business or educational administration, employed at an institution in a field directly related to school business, or have a background/expertise in legal/legislative affairs. Members must demonstrate an interest in and knowledge of U.S. federal legislative and regulatory issues, have a basic understanding of the
legislative process (including federal budgets and appropriations), and have a network of contacts in school business administration and/or K–12 policy and government affairs.

Committee Roles

Chair

- Coordinates the work of the committee in achieving the legislative-related goals of the ASBO International Strategic Plan.
- Coordinates with committee members to identify new legislative priorities and advocacy opportunities.
- Coordinates with committee members to produce legislative content for publication by ASBO International, identify volunteers for legislative panels/sessions at ASBO International events, and expand the association’s advocacy network.
- Chairs committee meetings, works with the Vice Chair and ASBO International staff to develop meeting agendas and ensure minutes are recorded, and collaborates with the Legislative Group of the Annual Meeting Program Committee.

Vice Chair

- Leads the committee’s work in producing legislative content and resources and identifying advocacy opportunities to share on the Global School Business Network’s Legislative Affairs and Legislative Advisory Committee Communities.
- Develops strategies to improve member engagement in the Legislative Affairs and Legislative Advisory Committee Communities on the Global School Business Network.
- Chairs committee meetings in the Chair’s absence and assists in fulfilling other duties as assigned.

Affiliate Executive Directors Group (AEDG) Liaison

- Establishes a sub-group to provide guidance to the LAC in identifying and advancing the K–12 legislative concerns, priorities, and interests of school business professionals.
- Liaises between the sub-group and the LAC.

All Committee Members

- Identify legislative priorities, content, advocacy opportunities, policy experts, and legislative resources (books, articles, videos, etc.) relevant to school business administrators’ interests.
- Serve as a resource and referral source for legislative content and grassroots advocacy, responding to requests within 24 hours as necessary.
- Serve as a peer reviewer for legislative presentations/proposals for ASBO International events, guest blogs on the Legislative Affairs Community, and other legislative/regulatory content as requested.
- Contribute content to the Legislative Affairs Community (blogs, resources, discussion threads, etc.) and the Legislative Advisory Committee Community (ideas to improve member engagement, advocacy opportunities, etc.) on the Global School Business Network.
MERITORIOUS BUDGET AWARD

Mission
The Meritorious Budget Award (MBA) Advisory Committee serves as a resource for the MBA and Pathway to the MBA programs. The committee supports the programs’ mission to promote excellence in preparing and presenting budget documents with the goal of having school districts submit their budgets for review in the MBA program.

Committee Structure
- Chair
- Vice Chair
- SBO Practitioners (maximum of five)
- Consultant (1)
- Board Liaisons (1st, 2nd, and 3rd Year Directors)
- Staff Liaison

Selection and Approval Process
When a committee position becomes vacant (e.g., due to term expiration, resignation, etc.), ASBO International adheres to the following selection and approval processes based on the position to be filled.

SBO Practitioners
- ASBO International will contact ASBO professional members to determine interest in serving. Applicants will submit an application and a resume.
- The Staff Liaison will collect and submit application materials to the Chair and Vice Chair for review and recommendation.

Chair and Vice Chair
- The outgoing Chair will recommend his/her replacement. The replacement is often the current Vice Chair, but may also be selected from the committee’s SBO Practitioners.
- If the Vice Chair position becomes vacant, he/she may recommend a replacement selected from the committee’s SBO Practitioners.

Recommendations for membership and leadership positions are submitted to the Executive Director to present to the Board for final approval. Recommendations are based on areas of expertise, engagement with ASBO International, and geographic diversity.

Term
Committee members serve three-year terms. A member may serve two consecutive three-year terms. Then after a three-year break can re-apply for committee.

Qualifications
- All committee members, excluding the Consultant, must be voting ASBO International members.
- Committee members must be submitting officials from districts participating in the MBA or Pathway to the MBA program for the past three years or
- Finance or budget professionals who have significantly contributed to preparing the district
budget and submitting materials to the MBA program. Submitting official recommendation required.

Committee Roles

Chair
- Coordinates the committee’s direction with Staff Liaison, including developing committee meeting agendas and reviewing program materials.
- Chairs committee meetings and conference calls.
- Coordinates and directs duties of the Vice Chair and members.
- Participates in selecting new committee members.

Vice Chair
- Assists the Chair as needed.
- Chairs committee meetings in the Chair’s absence.
- Participates in the selecting committee members.

All Committee Members
- Promote and present on the MBA and the Pathway to the MBA programs at state affiliate meetings and to their own state membership.
- Participate in the MBA workshop and discussion groups at the Annual Conference & Expo.
- Assist in developing and revising program materials such as the MBA Criteria Checklist, resource information on the ASBO International website, and marketing materials.
- Respond to technical questions regarding program guidelines.
- May serve as a member of the MBA Appeal Review Committee.
INDEPENDENT COMMISSIONS

CERTIFICATION

Mission
The mission of the Certification Commission is to provide oversight to the development and administration of credible credentials for school business officials and to ensure the credentials meet high standards of ethical practice for the profession.

Committee Structure
The Certification Commission shall be comprised of 9–11 ASBO International members who are certified industry professionals and represent the breadth and scope of the industry. The Certification Commission members shall serve a term of three years, which may be renewed for a second three-year term of service. Members of the Certification Commission shall collectively represent and possess the certification the Commission provides oversight to and shall, through education and experience, represent the stakeholder interests served by the certification.

SFO Policies and Procedures
The SFO Policies and Procedures outline the ASBO International certification management system guided by ISO/IEC 17024 Conformity Assessment- general requirements for bodies operating certification of personnel for school business officials.