

GOVERNANCE PROCEDURES  
MEMBERSHIP ON ASSOCIATION COMMITTEES

Membership on Association Committees

A. Identifying Candidates

1. NJSBA will post a committee interest survey on the Association website asking board members to indicate areas of general interest. The survey will also request information about their experience and background that caused them to check the particular areas.
2. When committees are established--either by Delegate Assembly or Board of Directors' action-- the President will ask the Executive Director for a suggested list of committee members.
3. Once candidates are identified as showing an interest in specific subjects, additional input will be sought from the following sources.
  - a. County Presidents
  - b. Board of Directors
  - c. Executive Committee members
  - d. Field Service Representatives
  - e. Other NJSBA staff

Once this procedure has been completed, these names will be forwarded to the President for a final decision. Final selection shall be made by the Association President based on the particular needs of the committee.

4. To ensure that the number of board members participating in committee activities is broad and continuously enlarging, board members currently serving on Association ad hoc committees would not be eligible for selection to a new committee, except as chairperson if their particular background or experience made them especially valuable. In addition, board members who have served on an Association ad hoc committee within the past two years will not be appointed to a new committee.

B. Contacting Identified Candidates to Determine Willingness to Serve

Any staff member calling a local board member to determine interest in serving will follow the protocol below:

1. Speak directly to the candidate stating that the Board Member Survey, completed by the member, indicated a desire to participate on Association committees dealing with a specific issue.
2. Indicate that as a staff member to the Association, he/she was instructed to contact the identified candidate to determine current status and willingness to commit the time necessary to serve on a specific committee.
3. Describe to the candidate the frequency of committee meetings during the year, the time and location of these meetings, the Association policies for reimbursement of expenses, and the expected outcome/charge of the committee.

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4. Ask the board member to provide us with a decision within five days, as to whether he/she would like his/her name submitted for possible appointment.
5. Advise the candidate that all decisions regarding final selection to the committee are the privilege of the President.
6. Inform the candidate that a follow-up call will be made to him/her following the President's final selection.
7. Stress that this is an inquiry, not a final selection notification. Formal notification will come in a written communication to each one.
8. Ask the candidate if there are any circumstances which the President should know about regarding his/her ability to serve. This information, including the recommendation by the staff member, should be forwarded to the President for final determination and selection.

**C. Committee Meetings**

1. All committee meetings are scheduled on an as needed basis with consideration of members' schedules. Meal arrangements are planned based on the attendance of each member. All members are contacted prior to the meeting date to confirm their attendance.
2. Any member who cancels less than 48 hours prior to a meeting, causing the Association to incur out of pocket expenses, will be billed for those expenses unless the Executive Director or designee exempts the charge because of an emergency situation. Any member who is a no-show to a committee meeting will be billed the cost of the meal he/she ordered and will be billed for prearranged, guaranteed overnight accommodations.

**D. Length of Appointment**

1. The Association has both standing and ad hoc committees to study and/or keep abreast of issues important to the membership, the education community and the public.
2. Certain appointment terms to standing and/or ad hoc committees are delineated in the Bylaws Article X. In no instance shall an appointment be longer than specified in the Bylaws. The term shall commence from the month of the appointment, unless otherwise specified.
3. The term of appointment for the School Finance Committee, Urban Boards Committee, Special Education Committee, and Standards and Assessment Committee shall be one year running from June 1 to May 31 of the following year.
4. The term of each committee member shall be noted on the committee list.

**E. Committee Resource Persons**

1. Upon recommendation and approval of NJSBA staff, a committee may invite resource persons to assist the committee in performing its role. Resource persons need not be members of boards of education, but must possess particular expertise/experience or insight in the subject area that is the focus of the committee's work.
2. Generally, a committee will obtain assistance from a resource person through email and telephone correspondence. However, a committee may believe its best interests will be served by having the

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resource person(s) attend the meeting. In such a case, a resource person may be reimbursed by NJSBA for attendance-related costs only where the resource person is pre-authorized to attend by specific invitation. This invitation may occur only if there is a particular issue to be addressed at that meeting that calls upon the resource person's identified expertise.

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