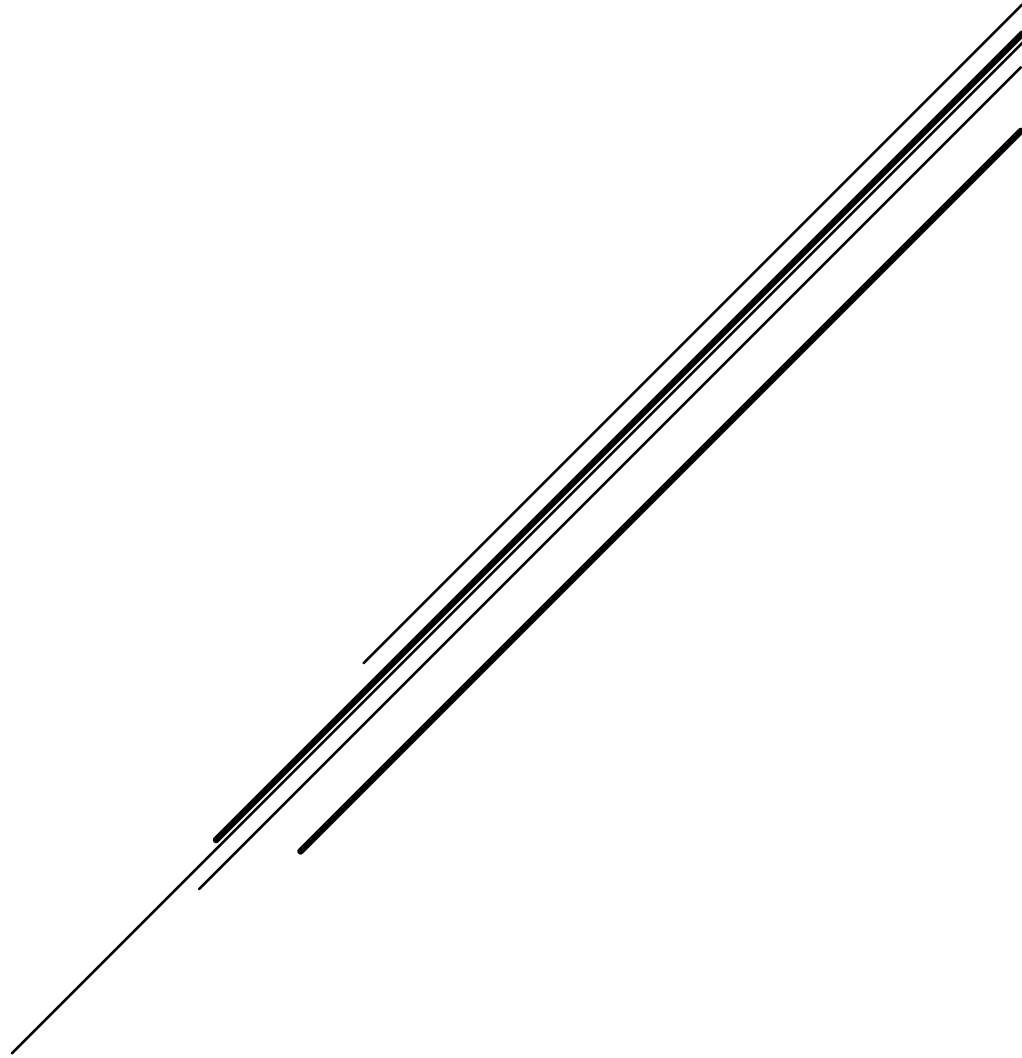




SDASFAA Committees



# SDASFAA COMMITTEES

- ❖ **Training Committee**
  - ❖ **Fall Training Committee**
  - ❖ **Spring Conference Committee**
  - ❖ **Review Committee**
  - ❖ **Communication and Website Committee**
  - ❖ **Membership and Records Committee**
  - ❖ **Recognition Committee**
- 

# TRAINING COMMITTEE

## VOLUNTEERS NEEDED EACH YEAR:

CHAIR AND VICE-CHAIR  
MINIMUM 5 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

SERVES FROM SPRING CONFERENCE TO FOLLOWING SPRING CONFERENCE

1. Spring Conference
  - a. Responsible for credential training and one or two other training sessions
  - b. Responsible for Diversity, Equity, and Inclusion Session
2. Prep HSCW materials and recruit presenters for each site
3. Fall Training
  - a. Responsible for credential training
  - b. Responsible for Diversity, Equity, and Inclusion Session
4. Other training via Zoom
  - a. Support-staff training in the summer?
  - b. Other training topic in early fall?


# FALL TRAINING COMMITTEE

## VOLUNTEERS NEEDED EACH YEAR:

TWO CO-CHAIRS

MINIMUM OF 6 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

1. Selection of conference dates, facility, and contract proposal
  2. Facilitate location and theme
  3. Organize snacks, etc.
  4. Plan program
- 

# 2023 SPRING CONFERENCE COMMITTEE


## VOLUNTEERS NEEDED EACH YEAR:

CHAIR AND VICE-CHAIR

MINIMUM 7 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

SERVES FROM SPRING CONFERENCE TO FOLLOWING SPRING CONFERENCE

1. Choose location and theme for conference
  2. Organize food, decorations, and entertainment
  3. Solicit presenters and plan program
- 


# REVIEW COMMITTEE

## VOLUNTEERS NEEDED EACH YEAR:

CHAIR

MINIMUM OF 3 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

1. Contact the Treasurer to coordinate an annual audit of financial records
  2. Perform Annual Audit of Treasurer's Records
  3. Report to Executive Council at first board meeting
  4. Report at Annual Business Meeting
- 

# MEMBERSHIP & RECORDS COMMITTEE

## VOLUNTEERS NEEDED EACH YEAR:

CHAIR AND VICE-CHAIR

MINIMUM 4 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

1. Maintain membership list
2. Development and solicitation of new members
3. Follow up with members who have not renewed their membership
4. Maintain historical records and documents
5. Make recommendations for changes to the constitution and policies and procedures


# COMMUNICATION AND WEBSITE COMMITTEE

## VOLUNTEERS NEEDED EACH YEAR:

CHAIR AND VICE-CHAIR

MINIMUM 4 MEMBERS

AT LEAST ONE MEMBER SERVING ON THE EXECUTIVE COUNCIL

1. Publish Quarterly newsletter
  2. Monitor listserv
  3. Host 1-2 Zoom meetings or round-tables
  4. Maintain website and update calendar
- 



## RECOGNITION COMMITTEE

PAST-PRESIDENT, CHAIR  
PRESIDENT  
PAST PAST-PRESIDENT

1. Solicit nominations for annual awards and select winners
  2. Solicit nominations for board openings and hold annual elections
  3. Chaired by Past-President, other members: past past-president, and current president
- 