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