



PEA Standing Committees

LEADS COMMITTEE – This committee shall have charge of ways and means for developing business information and stimulating new business for members by means of sharing information, generating business leads, or such other ethical methods as may be deemed advantageous to members.

MEMBERSHIP COMMITTEE – This committee shall promote membership in the Association, explore all applications for membership and membership classifications, investigate objections affecting membership, and make recommendations to the Board.

FINANCE COMMITTEE – This committee shall consist of not less than three (3) members, the chair of which shall be a member of the Board, and at least one (1) member of which shall not be a Director. It shall be the duty of this committee to work with the Executive Director, Committee Chairs, and other Directors, as necessary, to prepare a budget of receipts and disbursements, and to develop and review fiscal procedures for guidance of the Association's finances.

PROGRAM COMMITTEE – This committee shall plan and execute special programs for Association meetings throughout the year.

ETHICS COMMITTEE – This committee shall consist of not less than three (3) members, the chair of which shall be a Past President. At the direction of the Board, it shall be the duty of this committee to investigate all charges made against members, disputes among members, or concerns regarding the general conduct of the Association. The Ethics Committee is convened at the direction of the Board and reports its findings and recommendations to the Board.

NOMINATING COMMITTEE – At least thirty (30) days prior to the date of the regular annual members' meeting of the Association, the Board shall appoint a nominating committee of five (5) members in good standing including the incumbent President, one (1) additional Director, and three (3) regular members who have been members for at least three (3) years. It shall be the duty of the Nominating Committee to identify regular members willing to stand for election to the Board.

A majority of the Nominating Committee shall have the power to nominate a slate of candidates. This slate should be communicated by the Executive Director to each member in advance of the meeting at which the election will be held. Should this ticket not be communicated in advance as above required, it shall not be called the regular ticket. Voting for the Directors of the Association shall be by secret ballot. The majority of all votes cast shall constitute an election in each case.

Nothing herein contained shall preclude further nominations by members of the Association. Such other nominations shall be in writing and given to the Executive Director prior to the election meeting, or verbal nominations may be made from the floor by any Regular member in good standing at the election meeting. It shall be the duty of the President to call for further verbal nominations immediately preceding the election.

ATTENDANCE COMMITTEE – This committee shall be responsible for promoting and encouraging the regular attendance of each Primary and/or Associate Member for all regular meetings of the Association. This committee shall consist of not less than three (3) members. It shall be the duty of this committee to assist each member in maintaining good attendance, using the attendance records provided by the Executive Director. Should attendance become a problem for Primary Member, this shall be reported to the Board of Directors with the Attendance Committee's recommendation for any action they deem in the best interests of the Association.

MENTOR COMMITTEE – The purpose of this committee is to help new and prospective members become acquainted with members and comfortable with the Association's programs and processes. A Mentor greets new members, sits with them during the meetings and events (as desired by the new member), and is available to answer questions and encourage a new member's participation.

The Mentor Committee is responsible for ensuring that new members receive a copy of the Bylaws and any other documents such (e.g., confidentiality, nondiscrimination, and conflict of interest policies) that require written acknowledgement by a new member. The Mentor Committee will return the signed acknowledgements to the Executive Director.

PUBLIC RELATIONS COMMITTEE – The purpose of this committee is to explore ways to provide information to the community about PEA. One of the primary ways that PEA provides information to the community now is through the website.