

FSAE & FSAE FOUNDATION

Committees and Task Forces

FSAE COMMITTEES & TASK FORCES

1. ASSOCIATE ADVISORY COMMITTEE (AAC)

(Associate Members Only May Apply)

The Associate Advisory Committee will work in concert with the elected leadership and executive staff of FSAE to advance the Society's efforts on behalf of the association profession and industry.

For AAC consideration, the Associate Member will meet the following criteria:

- Current FSAE Member for two years or more
- Active participant in at least one FSAE Annual Conference
- Active volunteer service on one or more FSAE and/or FSAE Foundation committees
- Active personal or corporate donor (time and/or financial resources) to FSAE or the FSAE Foundation

Staff Liaison: Adrian Amos Honderick, CAE

2. DIVERSITY, EQUITY & INCLUSION COMMITTEE

(Executive & Associate Members May Apply)

The Diversity, Equity and Inclusion (DEI) Committee shall work in concert with elected leadership and executive staff to keep the Society informed of DEI trends and serve as ambassadors for the integration of diversity, equity and inclusion throughout the organization.

Staff Liaison: Adrian Amos Honderick, CAE

3. EDUCATION COMMITTEE

(Executive & Associate Members May Apply)

The Education Committee shall develop and implement the education agenda for FSAE. This includes Annual Conference speakers, Education Expo speakers and Power Luncheon speakers. *Additionally, volunteers will plan all Roundtable meetings by quarterly conference call to select topics and speakers, invite and encourage attendance, and actively participate in Tallahassee, Orlando, Tampa and South FL Roundtable meetings.*

Staff Liaison: Trevor Maddox, CMP

4. FINANCE COMMITTEE

(Executive Members May Apply)

The Finance and Audit Committee shall work with the President & CEO to prepare the FSAE annual budget for submission to and approval by the FSAE Board. The Committee shall at least every five (5) years solicit bids for an annual audit, and shall make a recommendation to the FSAE Board.

Staff Liaison: Sandy Merrill

5. GOVERNANCE COMMITTEE

(Executive & Associate Members May Apply)

The Governance Committee is responsible for ensuring that the operational foundation of the Society is sound and functioning effectively; shall annually review the Articles of Incorporation and Bylaws and make recommendations to the FSAE Board for necessary amendments; shall annually review the policy documents of the Society and make recommendations to the FSAE Board for necessary changes; and shall perform other duties as prescribed by the FSAE Board of Directors.

Staff Liaison: Frank Rudd, CAE, CMP

6. **GOVERNMENT AFFAIRS COMMITTEE**

(Executive & Associate Members May Apply)

The Government Affairs Committee shall identify the legislative and regulatory issues that affect the association management profession and inform the FSAE members of such issues; and shall maintain a strong understanding of and/or experience in legislative and regulatory issues.

Staff Liaison: Frank Rudd, CAE, CMP

7. **MARKETING COMMITTEE**

(Executive & Associate Members May Apply)

The Marketing Committee works with the Annual Conference Committee Chairs in conjunction with FSAE staff in member and prospect outreach to create the buzz about FSAE Annual Conference, Education Expo and other events.

Staff Liaison: Adrian Amos Honderick, CAE

8. **MEMBERSHIP COMMITTEE**

(Executive & Associate Members May Apply)

The Membership Committee is responsible for evaluating the FSAE membership structure; developing ongoing recruitment and retention programs; and promoting FSAE membership.

Staff Liaison: Hester Ndoja, CAE

9. **SPONSORSHIP – ANNUAL CONFERENCE SUB-COMMITTEE**

(Executive & Associate Members May Apply)

The Sponsorship Task Force works under the direction of the Annual Conference Committee and in conjunction with FSAE staff to identify and secure sponsors for the Annual Conference.

Staff Liaison: Hester Ndoja, CAE

10. **YOUNG & EMERGING PROFESSIONALS COMMITTEE**

(Executive & Associate Members May Apply)

The Young and Emerging Professionals Committee identifies emerging professionals in the membership and develops/continues programs that encourage engagement of emerging professionals within FSAE and generates opportunities for networking, education and professional growth.

Staff Liaison: Julia Rooney

FSAE FOUNDATION COMMITTEES & TASK FORCES

1. **AUCTION COMMITTEE**

(Executive & Associate Members May Apply)

The Auction Committee handles all fundraising and donation solicitation for the FSAE Foundation Online Auction and onsite Silent Auction held during the FSAE Annual Conference. Many volunteers are needed for fundraising, donation solicitation and volunteering at the event.

Staff Liaison: Hester Ndoja, CAE

2. **PROFESSIONAL DEVELOPMENT GRANT TASK FORCE**

(Executive & Associate Members May Apply)

The Professional Development Grant Task Force develops criteria, reviews grant requests and determines recipients of professional development grant awards

Staff Liaison: Hester Ndoja, CAE

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