

VOLUNTEER OPPORTUNITY INFORMATION

ROLE OF COMMITTEES

All OSAP Committees receive their specific charge from the OSAP Board Chair and Board of Directors. The OSAP Board assigns to the OSAP President & CEO the direct role of oversight for committee activities. In addition, members of the OSAP Board are specifically assigned as liaisons to committees to facilitate communication between committee members and board as needed. The OSAP President & CEO will authorize any and all financial transactions necessary to support committee activities. The OSAP President & CEO or designee will normally be present for the meeting of committees. If committee meetings take place without the President & CEO or designee in attendance, notice of such a meeting will be shared with the President & CEO prior to the meeting and report of the meeting will also be communicated in a timely manner to the OSAP office.

ANNUAL CONFERENCE /HOLIDAY LUNCHEON COMMITTEE

The Annual Conference Committee is responsible for the planning and execution of the OSAP Annual Conference. This committee will coordinate the activities of the Professional Development Committee to support the educational component of this event.

The Holiday Luncheon Committee is responsible for the planning and execution of this OSAP event which includes a silent auction to benefit OSAP's designated philanthropic program - "*The OSAP Foundation.*" This committee will coordinate the activities of other OSAP committees and groups engaged in support of this event.

CAE COUNCIL & STUDY GROUP

The CAE (certified association executive) Study Group Committee is primarily responsible to identify, recruit and coordinate facilitators for OSAP Fall and Spring CAE Exam preparation program. The committee also acts as an information resource for members who are considering earning the CAE designation. The CAE Council is a networking group for OSAP member who have earned and maintain the CAE designation. A regular meeting of this group is convened at the OSAP Annual Conference. The group is also a resource group for ad hoc efforts in support of OSAP's mission to foster excellence in association leadership by providing opportunities for personal and professional growth through quality education and expanded resources.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is responsible for the development of education session offerings for members attending the Annual Conference and Association Leadership Forum. The committee is also a resource to assist staff in identification, development and recruitment of resources in support of education efforts for OSAP quarterly luncheons, roundtables, webinars and seminars held throughout the year.

MEMBERSHIP COMMITTEE

The Membership Committee is responsible for the overall promotion of membership through relevant and beneficial member services and the coordination of tangible and intangible benefits that members receive by joining and supporting the organization. Additionally, the committee targets audiences for membership, successfully enrolling new members while retaining current members and sets specific, quantitative goals and deadlines for enrollment and retention which are recommended to the Board of Directors by the committee chair.

PUBLIC POLICY COMMITTEE

The Public Policy Committee is responsible for reviewing proposed legislation, regulations and policies and procedures that impact Ohio's association community. This committee will serve in an advisory role to the President & CEO on legislative developments that could impact the association management industry and supporting businesses. The committee will also provide advisory input to OSAP's Board of Directors on legislative matters that could benefit, threaten or impact the future of Ohio's association community.