Committees of the Georgia Association of Floodplain Management

The current GAFM committees are listed below. This listing may be increased or decreased as deemed necessary by the GAFM chair and Board of Directors. Committee chairs are appointed yearly at the annual board meeting by the GAFM chair.

Awards Committee: Emily Wingo

- Established award nomination schedule.
- Collects Award Nominations and selects winners prior to Annual Meeting.
- Forwards award winners as candidates for the corresponding national ASFPM awards.
- Acts independently the GAFM board of directors in selection decisions.
- Shall maintain listing of past award winners.

Conference Planning & Programs Committee: Jill Bazinet

- Plans Annual Technical Conference and Fall Training Conference.
- Oversees conference logistics (conference location, hotels, registration, field tours and social activities)
- Coordinates with Treasurer to ensure conference plans are within budget and obtains final approval for all conference expenditures from Treasurer and GAFM officers.
- If needed, works with Regional Representatives to plan regional training events.
- Solicits and approves abstracts for conference presentations and trainings.
- Responsible for obtaining continuing education credits from appropriate organizations (ASFPM, ASCE, APA, etc...)
- Identify and engage other State and local organizations for GAFM partnership and involvement.
- Plans events throughout the year that will provide a service to the members.
- Works with technical committees to determine need for programs or training.

GIS/Mapping and Technology Committee: Sam Crampton

- Reviews new and existing mapping and technology standards.
- Shares new information with members at annual or regional meetings.
- Develops new ideas for mapping and technology standards.
- Provides presents and technical support as request by the Chair or Board of Directors.
- Shall provide article in GAFM’s quarterly newsletter as requested by Newsletter Editor.

Mitigation and NAI Committee: Sean Roche

- Reviews new standards in floodplain management and mitigation.
- Keeps abreast of issues initiated by FEMA, ASFPM, and any other related agency.
- Ensures that GAFM is informed of new issues or topics in floodplain management (i.e. Procedure Memos, Technical Bulletins, Congressional Acts)
- Provides presents and technical supports as request by the Chair or Board of Directors.
- Shall provide article in GAFM’s quarterly newsletter as requested by Newsletter Editor.
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ARTICLE VII COMMITTEES

Section 7.01. Committees of Directors. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate from among its members an Executive Committee and one or more other committees. Any responsibility imposed by law and on one or more other committees, each of which, to the extent provided in such resolution, shall have and may exercise all the authority of the Board of Directors; provided, however, that no such committee shall have the authority of the Board of Directors in reference to:

(a) amending the articles of incorporation;
(b) adopting a plan of merger or consolidation;
(c) recommending to the members the sale, lease exchange or other disposition of all or substantially all the property and assets of the Corporation;
(d) recommending to the members a voluntary dissolution of the Corporation or a revocation thereof;
(e) amending, altering, or repealing the bylaws of the Corporation;
(f) electing, appointing, or removing any director or officer of the Corporation; or
(g) amending, altering or repealing any resolution of the directors, unless by its terms the resolution may be amended, altered or repealed by the committee.

The designation of any such committee and the delegation of authority to the committee shall not operate to relieve the Board of Directors, or any director, of any responsibility imposed by law.

Section 7.02. Other Committees. Other committees, not having and exercising the authority of the Board of Directors, may be designated and duties assigned by Board resolution and standing committees shall include, but not be limited to, a Finance Committee, Educational Programs and Services Committee, and a Membership/Marketing Committee. Except as otherwise provided in the resolution, members of each such committee shall be members of the Corporation and the Chair of the Corporation shall nominate the members of the committees for consideration by the Board. Each committee shall include at least one (1) member of the Board. Any member may be removed by the persons authorized to appoint the member whenever in their judgment the best interests of the Corporation would be served by removing the member. The Board of Directors may terminate any committee so designated as the Board of Directors deems appropriate.

Section 7.03. Term of Office. Unless otherwise provided in the resolution of the Board of Directors designating a committee or by the Chair in appointing a committee or a committee member, each member of a committee shall continue as a member until the next annual meeting of the members of the Corporation and until their successor is appointed, unless the committee is terminated sooner, or unless the member is removed from the committee, or unless the member ceases to qualify as a member of the Committee.
Section 7.04. Chair. One member of each committee shall be appointed chair by the person or persons authorized to appoint the members of the committee.

Section 7.05. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as in the case of the original appointments.

Section 7.06. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee or by the Chair in nominating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. A committee may act by unanimous consent in writing without a meeting, subject to action by the Board of Directors, and the committee by majority vote of its members may determine the time and place of meetings and the notice for meetings.

Section 7.07. Rules. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board of Directors.

Section 7.08. Meetings by Conference Telephone or Similar Communications Equipment. Members of a committee may participate in a meeting of the committee by conference telephone or similar communications equipment. All persons participating in the meeting shall be able to hear each other, and participation in a meeting pursuant to this provision shall constitute presence in person at the meeting.
NeFSMA POLICY GUIDANCE DOCUMENT

NeFSMA Board

Each board member, except for the Chair, shall participate on at least one committee.

Committees

NeFSMA has identified four committees to provide support to the Association. Each committee is led by a Committee Chair. Committees are generally comprised of four to twelve Association members. It is expected that each committee will work closely throughout the year to meet their responsibilities. The committees and committee responsibilities are described below:

Education Committee- Responsible for identifying topics, speakers and meeting locations. Coordinate Continuing Education Credits for ASFPM and all other necessary credential-supporting credits in advance of meetings. Also coordinates all resources needed for the day of workshops, tours, and meetings (e.g., projectors, registration desk, receipts, name tags, transportation, food, etc.). Supports Annual Conference by preparing conference packets, staffing the registration desk, and assisting with tasks as directed by Annual Conference Committee Chair. Coordinates Annual Conference tracks, abstract submittal and review, and outreach to potential speakers for the Annual Conference including Key Note Speakers.

Annual Conference Committee – Responsible for coordinating all logistics with event location staff (e.g., location, food, rooms, seating, parking, etc.) related to the NeFSMA Annual Conference held in conjunction with NDNR. Provides cost estimates to Education Committee so registration fee can be established by April 1 each year. The Committee will set the date and location of the Annual Conference at least one year in advance.

Publication Committee – The Publication Committee is responsible for all publications associated with NeFSMA including the website, blog and newsletters. The Committee is responsible for setting dates for the four quarterly newsletters at the beginning of the year, soliciting for articles and publishing each newsletter. The Committee is also responsible for keeping the website and blogs up to date and current.

Membership Committee – Responsible for retaining membership and recruiting new members and coordinating with agencies, organizations, businesses, others that share a common target audience or target audience service. Coordinates outreach sponsorship yearly and scholarship/stipend offered by NeFSMA. The Committee is responsible for the use of social media (Linked In, Facebook, etc.) to advertise events and promote membership. Annually solicits nominations for Board Members between September and October and coordinates voting procedures in November.

Committee Chairs – Each committee will have a chair as assigned by NeFSMA chair. The committee chair is responsible for maintaining a committee roster. The roster will be comprised of NeFSMA board members as well as other volunteers. The chair is responsible for coordinating meetings of the committee. Each committee shall meet as necessary, either in person or by conference call, but not less than twice per year. The committee chair is responsible for assigning tasks to committee members to ensure that all required activities of the committee are completed. The committee chair will keep committee meeting notes to be distributed to the board. Any action items shall be marked in the notes to ensure that all committees are coordinating activities as necessary.
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COMMITTEE DUTIES and RESPONSIBILITIES

OFMA has established standing committees to assist in the accomplishment of the goals and objectives of the organization: Conference Planning Committee; Legislative and Policy Committee; Education and Outreach Committee; Membership and Nominating Committee, Awards and Scholarship Committee. Ad hoc committees are established from time-to-time to assist in conducting the business of the organization. Members of the committees shall be appointed by the chair, and the OFMA President shall appoint committee chairs. The President and Managing Board shall coordinate on the need for establishing committees. Appropriate reasons for creating a committee include, but are not limited to, assisting with routine operations of the organization (e.g. web site management) and responding to special problems or issues (e.g. annual strategic planning).

Membership on a committee is not limited to members of the Managing Board or the organization. The following is a brief description of the priority or focus for each committee in completing the mission and goals of the organization.

Conference Planning Committee – Responsible for coordination and delivery of annual statewide floodplain management conference. Major activities include working with FEMA and ODNR in setting the priorities for the technical agenda and development of local floodplain managers personally and professionally.

Legislative and Policy Committee – Focused on providing reliable data and being a resource to educate those involved in making floodplain management decisions. Major activities include identification of issue and priorities, recommendations of sound policy for balanced floodplain management in Ohio and the nation and resource for data and information on floodplain management.

Education and Outreach Committee – Influence of professional and personal development for floodplain managers by putting in place resources to support frequent outreach, information exchange, promoting of best practices and sharing of lessons learned. Major activities involve web site development and management, continuing education opportunities, and showcasing the evolving practices of floodplain management.

Membership and Nominating Committee – Committed to developing a strong core group within the organization, mentoring future leaders and engaging the broad membership in the OFMA goals and activities. Major activities include member recruitment, promoting OFMA amongst water resource professionals, developing leadership capability.

Awards and Scholarship Committee – Promotes professional development through recognition and scholarship. Major activities include solicitation and selection for OFMA annual awards (Floodplain Administrator of the Year, Innovation in Floodplain Management, Peter G. Finke Award for Most Valuable Contribution to Floodplain Management, Distinguished Member Service, and Certificate of Appreciation), and award of annual scholarships for state and national floodplain management technical conferences.

Committee Chairs

The duties of a committee chair may include: call meetings as needed and preside over such meetings; attend general membership and Managing Board meetings; provide recommendations on budget or resource needs.
to accomplish the charge of the committee to the Managing Board; develop and recommend policy in the area of the committees interest to the Managing Board; implement Managing Board policy relating to the committee’s area of interest or the general good of the organization; delegate tasks to members or sub-committees as needed; prepare reports on progress, policy or issues as requested by the Managing Board or President; maintain minutes of all committee meetings (can be included in committee report).

Standing Committee Chairs shall provide progress reports on accomplishments to the Managing Board and President. They shall be responsible for providing the OFMA Secretary with copies of all minutes and periodic reports from meetings during the year, and preparing an annual summary report for the Managing Board. Upon completion of any tenure as a committee chair, the records of the committee must be submitted to the OFMA Secretary.
BYLAWS
OF
TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION

ARTICLE VI

Committees

SECTION 1. Purpose of the Committees – It has been deemed necessary by the General Membership to formally pursue specific activities. Due to the magnitude and quantity of those activities, it has become necessary to form specific groups to carry out those tasks. In so much as the tasks may be quantified, the purpose of the Committees is therefore described as ancillary to those of the Board of Directors. In general, the Committees exist to provide a means of completing numerous tasks assigned by the Board of Directors. In addition to the work of the Committees, the Board of Directors may establish or dissolve temporary Task Forces as needed to support the activities of the Association.

SECTION 2. Committee Chair – Nominees will be proposed by the Nominating Committee. Additional nominees may be proposed by the Board of Directors. All candidates must be active members. Appointments will be made by the President. The Executive Board Member responsible for that Committee will establish the reporting criteria.

SECTION 3. The Committees established herein are as follows:

a. Membership Committee - reports to the Treasurer. Duties may include:
   - to develop and implement strategies to maintain the current membership,
   - to develop and implement strategies to promote growth of membership,
   - to recommend membership structure and dues to Board of Directors,
   - to assist with membership administrative tasks such as preparing mail outs of the membership certificates, and maintaining current and previous rosters with up to date emails and phone numbers,
   - to prepare articles for the newsletter that would be of interest to the general membership.

b. Legislative Committee – reports to the Executive Director. Duties may include:
   - to track existing activities which affect both State and Federal policy,
   - to report issues back to the membership for decisions on how best to participate in the process,
   - to provide representative input to State and Federal officials,
   - to coordinate with the Newsletter Committee for articles as necessary,
   - to track legislation and assist in preparing testimony for the Executive Director, President and/or Board Members.
c. Newsletter Committee - reports to the Secretary. The Newsletter Committee is responsible for developing a quarterly newsletter to be sent to members. Duties may include:
- to organize and prepare articles for printing or electronic distribution,
- to obtain necessary photos, clipart and ideas for content,
- to coordinate with the Regional Directors to obtain articles.

d. Conference Committee - reports to the President. Duties may include:
- to plan and develop the necessary budget for annual conferences,
- to plan and develop the necessary budget for technical seminars,
- to arrange hotel space, meeting rooms, entertainment, speakers, exhibit areas, and conference materials,
- to coordinate with the Executive Director and the Finance Committee for budget and implementation,
- to review proposed conference contracts prior to signature by the Executive Director, President, or Vice-President.

e. Certification Committee - reports to the President. All members of this Committee shall be CFMs. Duties may include:
- to coordinate with the Executive Office and Regional Directors for the implementation of CFM exams,
- to assist with updating the test, proctoring the exams, grading the exams and notification of the results,
- to maintain records of applications, test results, and continuing education activities,
- to assign credit hours for CFM continuing education programs,
- to participate in audits of the Certification program by ASFPM.

f. Finance Committee - reports to the Board of Directors and the Committee Chairs. Duties may include:
- to develop an annual budget,
- to review past financial reports and recommend changes for future revenues, expenditures and policies affecting both,
- to recommend dues structure and changes to the Board.

g. Member Services Committee – reports to the Vice-President. Duties may include:
- to review and address member concerns about TFMA Articles of Incorporation and Bylaws,
- to oversee nominations, awards, and elections,
- to establish and maintain Association policies and procedures,
- to recommend public service activities and strategic plans.

h. Training Committee – reports to the Vice-President. Duties may include:
- to provide opportunities for members to raise awareness about flood risk and mitigation of flood risk,
- to develop and coordinate a consistent and comprehensive training curriculum,
- to develop a training delivery system for members,
• to develop outreach via multimedia communication systems for our members and other organizations,
• to develop and implement an effective risk communication plan.

i. Scholarship Committee – reports to the Vice-President. Duties may include:
• to review the educational scholarship program and process, scholarship application requirements, and recommend changes to the Board,
• to issue a call for annual scholarship application submittals,
• to accept and review applications for completeness, and to ensure the application meets the minimum qualifications,
• to interview the applicants, by telephone, as needed, select the applicants to receive the scholarship and recommend the selected applicants to the Board,
• to issue notification letters to scholarship recipients and invite them to a TFMA conference for acknowledgment of their achievement.

j. Special Projects Committee – reports to the President. Duties shall be established annually by the President and approved by the Board.

SECTION 4. Task Forces – The Board of Directors may appoint temporary committees called task forces to perform specific tasks for the Association’s mission. A task force will operate a limited period of time and will have a specific dissolution date. Establishing a task force will not require addition of the committee to the Bylaws. All task forces will report to the President and the Vice-President.