

CASBO Committees Policy and Procedure

The President shall appoint Officers, Directors, and /or members to such committees as may be necessary to assist in the activities of the Association. Each committee shall have an officer and/or director who shall chair such committee.

The standing sub-committees of the Association are:

- Membership
- Program Speaker
- Newsletter
- Nomination
- Vendor Participation / Corporate Sponsorship

The President shall appoint all committees not otherwise provided for, and shall be an ex officio member of the committee.

The current Ad-Hoc committees of the Association are:

- Scholarship
- CASBO Awards
- ASBO relations / Activities

Standing Sub-Committees of CASBO

Membership Committee

The CASBO Membership Committee shall be responsible for:

- Conducting activities that stimulate interest in CASBO membership
- Recommend changes/additions to membership benefits to the CASBO Board
- Recommend changes in dues structure to the CASBO Board
- Recommend promotional items for members to be given away at the Annual conference and/or other conferences

The Membership Committee shall consist of one Officer, one or more Board members and the CASBO Executive Director.

Program/Speaker Committee:

The CASBO Program/Speaker Committee shall be responsible for:

- Securing Keynote speakers for the CASBO conferences
- Determining the scope and subject matter of the keynote addresses.
- Recommending presenters, contract fees, expenses and other details relating to programs and speakers to the CASBO Board.
- Handling AV, material coping, hotel and travel arrangements for keynote speakers
- Reference and update CASBO conference planning and keynote speaker processes and procedures

The Program/Speaker Committee shall consist of one Officer, one or more Board members and the CASBO Executive Director.

Newsletter Committee

The CASBO Newsletter Committee shall be responsible for:

- Procurement of articles and information of general interests to the CASBO membership.
- Publication and distribution of four issues of the *CASBO Quarterly* per year containing the above information. Publications should be published as follows:
 1. First publication should be distributed by the end of January, at least 30 days before the annual conference, and contain information promoting the Annual Conference.
 2. Second publication should be distributed by the end of April, at least 30 days after the annual conference, and contain highlights of the Annual Conference.
 3. Third publication should be distributed by the end of July, at least 30 days before the fall conference, and contain information promoting the Fall Conference
 4. Fourth publication should be distributed by the end of October, at least 30 days after the fall conference, and contain highlights of the Fall Conference.

The Newsletter Committee shall consist of one Officer, two or more Board member and the CASBO Executive Director.

Nominations Committee

The CASBO Nominations Committee shall be responsible for:

- Soliciting candidates for the CASBO Board of Directors
- Preparing a brief résumé for each candidate to be published in the CASBO newsletter a minimum of 14 days before the annual meeting
- Conducting the election and reporting the election results to the CASBO Board and Membership
- Recommending changes to the nomination and election procedures to the CASBO Board.
- Reference and update CASBO nomination processes and procedures

The Nominations Committee shall consist of the Immediate Past President and one or more Board members.

Vendor Participation / Corporate Sponsorship Committee

The CASBO Vendor Participation / Corporate Sponsorship Committee shall be responsible for:

- Setting fees for the Annual Vendor Exhibits.
- Coordinating activities related to the Annual Vendor Exhibits with the conference hotel
- Contracting with suppliers of conference booths as required.
- Creating, distributing and collecting all vendor registration materials.
- Reporting of periodic vendor exhibit summaries to the CASBO Board.
- Reference and update CASBO nomination processes and procedures

The Vendor Participation / Corporate Sponsorship Committee shall consist of one Officer, one or more Board members and the CASBO Executive Director.

Ad-Hoc Committees of CASBO

Scholarship Committee

The CASBO Scholarship Committee shall be responsible for:

- Notification to the CASBO Membership as to the availability of scholarships and the procedures for application at least three months prior to the Annual meeting.
- Distribution collection and the evaluation of all application materials. In order to avoid conflicts with members of the Association, the committee shall select a non-biased community group to review and select recipients.
- Notification to the recipients and the non-recipients.
- Invitations to the recipients and their parents to attend the Annual conference luncheon. The recipient does not need to be in attendance to receive the Scholarship award.
- Creation and presentation of certificates of award to the recipients.
- Obtaining photos of the award presentation and passing them on to the Newsletter Committee for publication.
- Recommending changes to the nomination and election procedures to the CASBO Board.

The Scholarship Committee shall consist of the President and one or more Board members.

CASBO Awards Committee

The CASBO Awards Committee shall be responsible for:

- Notification to the CASBO Membership as to the availability of s awards and the procedures for application at least three months prior to the Annual meeting.
- Distribution collection and the evaluation of all application materials. In order to avoid conflicts with members of the Association, the committee shall select a non-biased community group to review and select recipients.
- Notification to the recipients and the non-recipients.
- Invitations to the recipients to attend the Annual conference luncheon.
- Creation and presentation of certificates of award to the recipients.
- Obtaining photos of the award presentation and passing them on to the Newsletter Committee for publication.
- Recommending changes to the awards procedures to the CASBO Board.

The Awards Committee shall consist of the President and one or more Board members.

ASBO Relations / Activities Committee

The ASBO Relations / Activities Committee shall be responsible for:

- Planning all activities related to running a candidate for the ASBO International Board
- Planning all activities related to CASBO events at the ASBO International conference
- Planning all activities related to the ASBO International conference in Colorado
- Preparing and submitting a budget for proposed ASBO activities to the CASBO Board
- Recommending changes to the ASBO Relations / Activities procedures to the CASBO Board.
- Reference and update CASBO ASBO Relations / Activities processes and procedures

The ASBO Relations / Activities Committee shall consist of one Officer, one or more Board members and the CASBO Executive Director.

Original Adoption Date: March 31, 2001

Revised: February 16, 2007