

GUIDANCE ON UAA COMMITTEES

UAA's activities are carried out by UAA Committees.

Current UAA Committees

- Annual General Meeting
- Development Issues
- Membership
 - Awards
- Mentoring [previous name was Strengthening USAID]
- Nominations (set up NLT 6 mos after annual election)¹
- Public Outreach²
- Social Events
- USAID History
- Finance and Administration

Roles of Board Liaisons to the Committees:

- Provide support and oversight to assigned committee(s).
- Monitor budget preparation and use of UAA funds as part of Board fiduciary responsibilities.
- Encourage greater participation of UAA members on assigned committees.

UAA Committee Co-Chairs:

- Must be current year members of UAA
- Serve on the Executive Committee and attend Executive Committee meetings
- Have terms that are set by mutual agreement of the Board and the Co-chair(s) with no set limit on number of terms
- With the Board agreement, plan for succession before end of agreed-upon term

Roles and Responsibilities of UAA Committees:

Chairs or Co-Chairs:

- Mutually agree on division of labor between or among themselves
- Identify and welcome new committee members³
- Organize meetings and activities of the Committee
- Guide members in considering activities to support UAA's current strategic objectives
- Propose committee activities and budgets annually, using Board-provided formats

¹ The membership of this Committee is determined by the Board, unlike other UAA Committees

² At a later time, re-structure Public Outreach to break out Regional Groups to form a separate Regional Group Committee. (Note: charter already approved.)

³ As noted above, the exception is that Nominations Committee members are determined by the Board.

- Report on committee activities and outcomes
 - Monthly at Executive Committee meetings
 - Annually, in writing, as requested by the Board
- Represent the views of the Committee to the Board and/or Executive Committee
- Seek guidance, or as needed, approval, of key Committee actions

Members:

- Membership shall be voluntary
- Participate actively and consistently in committee meetings
- Volunteer to conduct a portion of the committee's activities
- Contribute to consideration of potential future committee activities and budgets
- Provide feedback as requested on UAA policies and issues

Approved by the UAA Board, 1/5/2023