***Status: Submitted to NSITSP Board of Directors for recommendations or approval.***

**All committees - Guidelines**

* The Formation Committee makes recommendations for new committees to the board of directors. If approved, the initial members of the new committee will be selected by the board, who may delegate this task as they see fit. The new committee members will then recruit the necessary number of remaining members.
* Initial elections of the committee will designate three committee positions to serve a one-year term. The remaining committee members will be elected for a two-year term. After that, each committee member shall hold office for a period of two years and until his or her successor is elected and qualifies.
* As positions become available (vacancies etc?), applicants to a committee must be approved by a majority of the current committee members. In the event of a tie, the board will break the tie.
* Leadership: Each committee should have at a minimum a Chair, Vice-chair, and Secretary. If there are only two members of a committee, they will forego the role of Vice-chair.
* Committee leadership positions will be elected by committee members for terms of 1 year, where they can choose to stand for re-election for another year.
* Members who serve on a committee must be paid members of NSITSP.
* Committee members can be recruited by other committee members and the NSITSP website.
* Members who wish to apply for a committee need to complete an application provided through the NSITSP website.
* Committee size will be determined by the committee members unless otherwise directed by the board.
* Board and Committee meeting minutes should be posted to the NSITSP website according to the current procedures.
* Committee members who do not consistently maintain at least 70% attendance to meetings may be subject to removal as determined by a majority of the committee or action by the board of directors.
* NSITSP board and committees use Robert’s Rules of Order for meetings.
* Committee Secretary should communicate action items for the board to the NSITSP board liaison.
* In the need of a board liaison, the Committee Chair will fill that role.
* Committees should vote to determine their meeting frequency, but meet once a quarter at a minimum.
* Elections
	+ Propose that they are held from midnight on the 15th of September through midnight on September 30.
	+ Only professional members in good standing will be able to submit one vote for each position or question. (Good standing will be determined by the membership committee.)
	+ Elections will be held online electronically.
	+ The nominees receiving the most votes for the available positions will be the new committee members.
	+ NSITSP will consider ways to encourage diverse committees.

**Formation Committee**

 **Scope**: Determine, establish, and maintain the organizational structure, especially as it relates to committees and elections.

 **Guidelines:**

* Analyze the needs of the organization
* Define and recommend committees to the board based on the needs of the organization.
* Create and maintain committee guidelines
* Manage the timing and growth of the organization to determine needs
* Determine changes to membership levels and costs
* Determine the election process and timing
* Manage and oversee the election process
* Eventually transition the Formation Committee to a Governance Committee
* Identify and respond to membership needs and suggestions

**Membership Committee**

**Scope:** Recruit, onboard, and manage NSITSP members with a focus on retention.

**Guidelines:** (in order of priority)

* Establish membership requirements.
* Establish membership levels for individuals, companies, and vendors.
* Establish the application process and requirements of submission.
* Grow membership and set growth goals.
* Coordinate with the Marketing & PR committee for campaigns to grow membership.
* Communicate on an ongoing basis with members about relevant topics such as events, opportunities, and continuing education via newsletter for example.
* Create and distribute a welcome kit for new members.
* Form and/or moderate a forum or social media group for member communication.
* Contact potential or lapsed members.
* Promote member benefits.
* Develop and communicate plans for NSITSP related education (lobbying, communicating with the press etc.)
* Explore membership roles for vendors and insurance companies.
* Define what “good standing” means regarding membership.
* All of the decisions and actions should be updated periodically or as directed by the board.

**Marketing & PR Committee**

**Scope:** Create and maintain awareness, promotion, and public communications of and for the NSITSP.

**Guidelines:** (in order of priority)

* Develop speaking points, PP decks, marketing materials that members can use to share about NSITSP
* Logo / branding establishment
* Promote a compelling and appealing image for the NSITSP
* Increase NSITSP awareness of the NSITSP among service providers, vendors, and legislative organizations
* Outreach
* Be the public face for communicating on behalf of the organization along with board members and executives of the organizations.
* Develop and provide speakers for in person or remote events
* As needed, establish a Marketing subcommittee from among the Marketing & PR committee members
* As needed, establish a PR subcommittee from among the Marketing & PR committee members
* Formulate, implement, and distribute press releases to the press and talking points to membership as needed based on current events and the needs of our organizational.
* Discuss if NSITSP should use any additional Social Media platforms in addition to LinkedIn, Facebook and Twitter.
* Create, maintain, and monitor the NSITSP blog/website and social media pages
* Generate and manage the website/blog and social media page posts for the NSITSP
* Recognize member achievements
* Work with vendors on joint marketing initiatives (for example, free table at an event for promoting NSITSP)