

Fiscal year 2021-2022

	Appointee (s)	Description	Who Appoints Chair	Due date for Chair Appointments	Who Appoints Vice Chair	Due dates for Vice Chair Appointments	Who Appoints Committee Members	Due date for having committee members assigned	Primary Staff Liaison	How Can Members Learn About or Join a Committee
Standing Committees (These are required by the AENC bylaws.)										
Executive	Heather Wiens, Brian McArtan, Jere Noel, Phil Lucy	The Executive Committee may act in the place of the Board of Directors between Board meetings on all matters, except those specifically reserved to the Board by these Bylaws. A written report of all actions taken by the Executive Committee shall be provided to the members of the Board at the next meeting of the Board.	Bylaws - The Executive Committee shall consist of the President, President-elect, Secretary/Treasurer, and Immediate Past President. The Executive Director, or Chief Executive Officer, as the case may be, shall serve as an ex-officio non-voting member of the Committee but has no right to attend any Executive Committee meeting.	15-Aug	Bylaws	Bylaws	Bylaws	15-Aug	Rich	Bylaws
Finance	Phil Lucy	The Finance Committee shall, in consultation with the CEO, provide financial oversight for the organization, including but not limited to development and presentation to the Board for consideration an annual budget, monitoring of internal controls and accountability policies, determining long-range financial goals, and conduct other business as may be necessary under the purpose of the Committee or as assigned by the President.	Bylaws - The President shall appoint, subject to the approval of the Board, a Finance Committee which shall consist of the Secretary/Treasurer, who shall act as chair, and no less than three (3) other Association Professional Members.	15-Aug	Bylaws	Bylaws	Bylaws	15-Aug	Rich	Bylaws
Nominating	Jere Noel	Nominees for vacant board positions are determined by the Nominating Committee according to criteria established by the AENC Nominating Committee and approved by the Board of Directors.	Bylaws - The President shall appoint, subject to the approval of the Board, a Nominating Committee which shall consist of the Immediate Past President who shall serve as Chair, one (1) Association Professional Member, one affiliate member who is not currently serving on the Board, and the President-Elect.	15-Aug	Bylaws	Bylaws	Bylaws	15-Aug	Rich	Bylaws
Non-Standing Committees (May be established or appointed by the President with the approval of the Board and can be terminated at any time.)										
Professional Development	Chair - Nancy Lee Vice Chair - Jennifer Johnson	Serves to support the Director of Education with content and speaker recommendations that will fulfill the requirements of the AENC Education Strategic Plan. This group will meet as needed, typically at the request of the Director of Education or CEO.	President, subject to approval by the Board - recommendation from staff	15-Aug	Chair and staff will discuss a suitable Vice Chair and will have a recommendation for the President by September 1. The Vice Chair does NOT automatically ascend to Chair in the following year. Rather Vice Chair will serve as support to Chair and all will assess if ascension the following year is the desired and correct move. If Chair is not able to complete her duties, Vice Chair will become Chair for the remainder of the year. President will assess and approve Vice Chair prior to September 15.	15-Sep	Chair in consultation with staff. Throughout the year, staff will promote volunteer opportunities and keep a running list of volunteers/time/talents of each volunteer to aid in the collaboration of developing a committee.	1-Sep	Rich	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.
Legislative Reception	Chair - John Policastro Vice Chair - Anne Darconte	Assists with planning, on-site logistics and sponsor recruitment for the Legislative Reception (January of odd-numbered years; April/May in even-numbered years).	President, subject to approval by the Board - recommendation from staff	15-Aug	Chair and staff will discuss a suitable Vice Chair and will have a recommendation for the President by September 1. The Vice Chair does NOT automatically ascend to Chair in the following year. Rather Vice Chair will serve as support to Chair and all will assess if ascension the following year is the desired and correct move. If Chair is not able to complete her duties, Vice Chair will become Chair for the remainder of the year. President will assess and approve Vice Chair prior to September 15.	15-Sep	Chair in consultation with staff. Throughout the year, staff will promote volunteer opportunities and keep a running list of volunteers/time/talents of each volunteer to aid in the collaboration of developing a committee.	1-Sep	Rich	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.
Scholarship & Awards	Chair - Christy Santacana Vice Chair - Amanda Wujcik	Evaluates applications and makes recommendations for AENC's scholarship and award programs recipients. Recommendations then shared with the Board for vote.	President, subject to approval by the Board - recommendation from staff	15-Aug	Chair and staff will discuss a suitable Vice Chair and will have a recommendation for the President by September 1. The Vice Chair does NOT automatically ascend to Chair in the following year. Rather Vice Chair will serve as support to Chair and all will assess if ascension the following year is the desired and correct move. If Chair is not able to complete her duties, Vice Chair will become Chair for the remainder of the year. President will assess and approve Vice Chair prior to September 15.	15-Sep	Chair in consultation with staff. Throughout the year, staff will promote volunteer opportunities and keep a running list of volunteers/time/talents of each volunteer to aid in the collaboration of developing a committee.	1-Sep	Madi	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.
Silent Auction	Chair-Lauren Miller Vice Chair - Floyd Isley	Coordinates the association's annual Silent Auction in order to raise funds for educational scholarships and programs for AENC members.	President, subject to approval by the Board - recommendation from staff	15-Aug	Chair and staff will discuss a suitable Vice Chair and will have a recommendation for the President by September 1. The Vice Chair does NOT automatically ascend to Chair in the following year. Rather Vice Chair will serve as support to Chair and all will assess if ascension the following year is the desired and correct move. If Chair is not able to complete her duties, Vice Chair will become Chair for the remainder of the year. President will assess and approve Vice Chair prior to September 15.	15-Sep	Chair in consultation with staff. Throughout the year, staff will promote volunteer opportunities and keep a running list of volunteers/time/talents of each volunteer to aid in the collaboration of developing a committee.	1-Sep	Madi	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.
Trade Show	Chair - Brandi Gerew Vice Chair - Beth Denny	Assists with planning and logistics of the Annual Trade Show, including recruiting exhibitors.	President, subject to approval by the Board - recommendation from staff	1-Jan	Chair and staff will discuss a suitable Vice Chair and will have a recommendation for the President by January 15. The Vice Chair does NOT automatically ascend to Chair in the following year. Rather Vice Chair will serve as support to Chair and all will assess if ascension the following year is the desired and correct move. If Chair is not able to complete her duties, Vice Chair will become Chair for the remainder of the year. President will assess and approve Vice Chair prior to January 30.	20-Jan	Chair in consultation with staff. Throughout the year, staff will promote volunteer opportunities and keep a running list of volunteers/time/talents of each volunteer to aid in the collaboration of developing a committee.	15-Jan	Madi	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.
AENC Young Professionals/FUEL Charter	Chair - Tiffany Sheppard Vice Chair - Alison Whitnart	The AENC Young Professionals FUEL committee works to address the needs of AENC's younger demographic, bringing young AENC members together and strengthening their relationship and involvement with AENC through dedicated education and networking activities. This committee plans most of their events in coordination with staff.	President, subject to approval by the board - recommendations from FUEL Committee - per FUEL Charter	15-Aug	FUEL Charter dictates and processes all nominations and appointments.	FUEL Charter dictates and processes all nominations and appointments.	President, subject to approval by the board - recommendations from FUEL Committee	1-Sep	Madi	All volunteer inquiries referred to Madi. She will help them assess time & talents, then recommend committee or other volunteer opportunities. Madi then to make introduction to committee chair.