



STANDARD OPERATING PROCEDURES

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1 THE HISTORY OF GACE

(Previously known as Georgia Placement Association)

The Early Years

On July 21, 1967, the late A.P. DeRosa, known by colleagues as Neil DeRosa, sent a letter to the presidents of Georgia's universities, four-year colleges, and junior colleges, in which he requested representatives be sent to a meeting to consider the formation of a state placement association. Neil DeRosa was the Director of Placement at Georgia Tech and was actively involved in placement activities at both regional and national levels.

The pilot meeting for forming the Georgia College Placement Association was held at Georgia Tech on August 11, 1967. There were thirty-five representatives at that meeting and they unanimously endorsed the idea of forming an association whose purpose would be to strengthen the student placement services at each institution. The following objectives for the association were set at this meeting.

1. To develop, as professionally as possible, the student placement services at each institution.
2. To solicit the greatest support to achieve this goal.

The final action of this historic meeting was to appoint a committee to plan and convene the next meeting of this association. The members of this committee were:

A.P. DeRosa, Georgia Tech
Kirk Jackson, Atlanta University
Terry Tippen, Young Harris College
Ben Upchurch, Georgia State University
Elaine Law, Oglethorpe University

This committee organized an all-day program of workshops for the second meeting of the new association. This meeting was held October 2, 1967 and met again at the Georgia Tech Placement Office. Workshops were held that day and they focused on the following:

- How to contact organizations and prepare students for employment interviews
- How to develop faculty relationships
- How to develop business contacts
- Paper work-forms, schedules, etc. used in placement offices

Twenty-eight representatives attended this meeting. The third meeting of the Association was held on July 19, 1968. The agenda set for this meeting was the election of officers and the selection of an appropriate name for the association. The untimely death of Neil DeRosa lessened the level of activity of the association.

The founding group was active in the Careers in Georgia program sponsored by the Georgia Chamber of Commerce. They, along with employers and representatives of the Chamber, provided the work force for this program. This program was held during the Christmas holiday season and its purpose was to make Georgia students aware of careers in Georgia industries and institutions, and to retain its native sons and daughters in the state's work force. Initially, it was open to juniors and seniors. The first of this program was held in 1968. Many college representatives sacrificed holidays to support this program which reflected the professional dedication that marked the association from its inception.

By 1971 the association was viable enough to request and secure a meeting with Jimmy Carter, then Governor of Georgia, to inform him of the objectives of the association and solicit the support of the state institutions. This historic meeting was held on June 22, 1971.

By 1971 there was also a nominating committee for officers. The members of that committee were Ben Upchurch, Georgia State; John Love, LaGrange; Bill Malone, Ft. Valley; and Bill Brake, Emory. This committee drew up the following slate officers:

President Bill Pickel, Georgia Tech
 Vice President Thomas Aheam, Kennesaw
 Vice President Nelson Freeman, Savannah
 Secretary Paul Smith, Southern Tech

The program for this meeting was arranged by Anne Seawell and Stu McGarity from the University of Georgia Placement Office. It was a memorable meeting because the association formally adopted a constitution and by-laws and elected its first slate of officers.

Some Historic Notes

- By 1973 Association had 150 dues paying members
- 1974 ~ Annual Meeting was held at St. Simons
- Executive Board authorized to engage Donald Ratajchak to produce an employment outlook in September and June
- Monthly dues were only \$10
- April 1, 1976 ~ Annual meeting in Callaway Gardens
- June 13, 1996 name changed to Georgia Association of Colleges and Employers

1.1 GACE Presidents		
A.P. (Neil DeRosa	Georgia Tech	1969-69
Bill Pickel	Georgia Tech	1971-72
Bill Pickel	Georgia Tech	1972-73
Paul Smith	Southern Tech	1973-74
Harold Christopher	Gold Kist	1974-75
Mary Carmichael	Georgia Tech	1975-76
James Melton	Southern Railway Co.	1976-77
William Bellamy	North Georgia College	1977-78
James Waldrep	Milliken & Company	1978-79
Carl Nolley	Georgia State	1979-80
Dough McKelvey	Southwire	1980-81
Reginia Doyle	Southern Tech	1981-82
Terry McCready	Atlanta GasLight Co.	1982-83
Stu McGarity	University of Georgia	1983-84
Don Harbuck	Georgia Power Co.	1984-85
Deborah Waller	Kennesaw College	1985-86
Jack Morgan	First Atlanta Corp.	1986-87
Barbara Blazer	Agnes Scott College	1987-88
Harold Hall	Georgia State Merit Sys.	1988-89
Gwen Pursel Plummer	Berry College	1989-90
Susan O'Toole	Scientific Atlanta	1990-91 (unexpired term)
Peggy Gardner	Clayton State College	1990-91 (filled unexpired term)
Peggy Gardner	Clayton State College	1991-92
John Hannabach	Georgia Tech	1992-93
Kathyrn Duim	Six Flags Over Georgia	1993-94
Donna Crouch	University of Georgia	1994-95
Winnie Collins	Valdosta Sate Univ.	1995-96
Rosita Jackson-Smith	Georgia Tech	1996-97
Diane Fennig	Augusta State University	1997-98

June Paschal	Mauldin & Jenkins CPS's	1998-99
Charlene Leach	Mercer University	1999-00
Bruce Brewer	State University of West GA	2000-01
Barry Shiflett	Georgia State University	2001-02
Jason Aldrich	University of Georgia	2002-03
Kelli Barley	United Parcel Service	2003-04
Angela Walker	Georgia State University	2004-05
Karen McGrath	Enterprise Rent-A-Car	2005-06
Kristie Couch	Georgia Hire	2006-07
Catherine Neiner	Agnes Scott College	2007-08
Bridgette McDonald	Clayton State University	2008-09
Lori Trahan	Kennesaw State University	2009-10
Don Cornwell	Emory University	2010-11
Vicki Hardin	University of West Georgia	2011-12
Samantha Spears	BB&T	2012-13 (unexpired term)
Don Cornwell	Emory University	2012-13 (filled unexpired term)
Michael Dutcher	Kennesaw State University	2013-14
Andrew Crain	University of Georgia, Athens	2014-15
Tricia Herold	Emory University	2015-16
Amanda Long	Kennesaw State University	2016-17
Amy Lancaster	Metro Atlanta Chamber	2017-18
Tonya Moore	Gordon State College	2018-19
Roslyn Brown	Georgia Gwinnett College	2019-20
Karen McGrath	Enterprise Rent-a-Car	2020-21

2 BOARD OFFICERS' AND DIRECTORS' RESPONSIBILITIES

The GACE Board is composed of the Officers of the Association, eight members of the Board of Directors, and the immediate Past President of the Association. The Board members are the:

- President
- President Elect
- Past President
- Vice President, Employer
- Vice President, Institutions
- Secretary
- Treasurer
- Board of Directors (8)

All officers, excluding the Secretary and presidential progression, will serve a two-year term; the Secretary will be elected to serve a one-year term.

The presidential sequence includes 1 year as President-Elect, 1 year as President, and 1 year as Past President. The two Vice Presidents and eight Directors shall serve one-year terms, with four rotating off of the Board each year.

All Officers and Directors must be members in good standing of the Association. Officers and Directors will be elected at the Annual Conference and assume office beginning July 1 of that same year. Terms of office will be July 1 through June 30, to coincide with the fiscal year.

The Standing Committees of GACE are:

- Annual Conference (one chair shall serve on board)
- Archives
- Awards
- Budget & Finance
- Experiential Learning
- Diversity, Equity, Inclusion and Belonging Committee
- Communications & Marketing
- Membership
- Nominations
- Professional Development
- Partnership
- Statewide Career Fair (one chair shall serve on board)
- Strategic Planning
- Technology
- Technical College Career Placement Peer Group (President shall serve on board)
- USC - CACE (President shall serve on board)
- Virtual Statewide Career Fair

2.1 President

Term of Office: Three (3) years (July 1 – June 30) - Three years (one year each as President-Elect, President, and Past President)

Voting Rights: Yes

Serves on: Executive Committee, Strategic Planning Committee, SoACE Liaison

Ad Hoc: Ex Officio on all committees, Conference Committee, Statewide Career Fair Committee

Purpose: The President serves as the chair of the Board of Directors. The President ensures that the Board of Directors fulfills its responsibilities for the governance of the Association. The President works in partnership with the Vice President of Employers and Vice President of Institutions to achieve the mission of the Association and to optimize the relationship between the Board and membership.

Responsibilities:

1. Preside over board meetings
 - a. Hold a brief meeting immediately after the election of officers at the annual conference primarily to set dates and general goals for the year
 - b. Prior to the start of the school year, hold a transition retreat if budget allows; if not, hold a transition meeting
 - i. Work with committees to develop committee goals, budgets, and activities
 - ii. Ensure that a collaborative team is functioning
 - c. Hold a mid-fall semester meeting preferably in November
 - d. Hold a meeting prior to the start of spring semester in January
 - e. Hold a budget meeting in mid-spring semester preferably in March
 - f. Hold an end-of-year board meeting in conjunction with annual conference
 - g. For each meeting:
 - i. Prepare and distribute an agenda
 - ii. Arrange for a meeting location and, if appropriate, breakfast/lunch
2. Appoint a Treasurer and Secretary
3. Appoint committee chairs
4. Fill board and committee vacancies as they arise
5. Set the goals for the year
6. Confer with vice-presidents and committee chairs on progress of all significant activities, including annual conference, Statewide Career Fair, professional development, Partnerships, among others
7. Confer with webmaster on matters related to organization presence on the web and communication with the membership
8. Serve on strategic planning committee along with past-president and president-elect
9. Represent GACE at GACE-sponsored events and invited events
 - a. Welcome participants to GACE Networking events
 - b. Welcome employers at Statewide Career Fair luncheon
 - c. Welcome participants to GACE annual conference
 - d. Welcome participants to GACE professional development activities
 - e. Other events could include technical college peer group meetings and small college consortium career fair
10. Attend SoACE annual conference. GACE will pay the registration fee and travel and accommodations up to \$1,500.00 for the president or the president's designee
 - a. Represent Georgia at presidents' meeting
 - b. Ensure that GACE basket is ordered and presented at conference
 - c. Ensure that GACE is represented if state showcases are presented
11. Attend GACE annual conference. Present awards as appropriate
12. Preside over the annual meeting held in conjunction with the annual conference

13. Ongoing activities
 - a. Communicate with committee chairs
 - b. Communicate with membership
 - c. Communicate with SoACE
 - d. Call executive meetings as required
14. Send end of year newsletter and highlight goals

Finance and Governance

A discretionary amount will be built into the budget for the president's use.

2.2 President-Elect

Term of Office: Three (3) years (July 1 – June 30) - Three years (one year each as President-Elect, President, and Past President)

Voting Rights: Yes

Serves on: Executive board, Nominations, Strategic Planning, Budget, and Technology

Purpose: The President-Elect collaborates with the President and Past-President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect.

Responsibilities:

Perform all duties and responsibilities in the absence of the president or at the president's request. In the event the president is unable to complete his or her term, fulfill the unexpired term.

1. Attend all board meetings
2. Represents the association and/or the president at various affiliate and/or professional events as requested
3. Manages the development of the next year's budget
4. Provides the oversight signature on budget items that require a second approval or signature
5. Chairs the nominating committee
6. Identifies, cultivates and recruits future leaders within the organization
7. Manages the update or revision of the standard operating procedures
8. Conduct new member orientation at the annual conference

Finance and Governance

No budget required

2.3 Past-President

Term of Office: Three (3) years (July 1 – June 30) - Three years (one year each as President-Elect, President, and Past President)

Purpose: The past president serves in an advisory role to the president and provides guidance and expertise as a knowledgeable member of the board. Advises on past practices and operations in accordance with the Association's bylaws. Upon request, assists officers in performing their duties.

Serves on: Executive board, Partnership, and Strategic Planning

Responsibilities:

1. Attends all board meetings
2. Passes on records of activities and timelines relevant to his/her position during his/her term of president and supplies the incoming President with those records to ensure a smooth transition.
3. Assumes a key role in the orientation and transition of the President-Elect to the duties of the President
5. Develops long-term goals for the organization
6. Identifies, cultivates and recruits future leaders within the organization
7. Coordinates GACE Leadership Institute
8. Represents the association and/or the president at various affiliate and/or professional events as requested
9. Secures location for the annual conference for the following year and work with past conference chair(s) and treasurer to negotiate contract with venue.

Finance and Governance

A budget will be submitted each year for expenses required to for GACE Leadership Institute.

2.4 Secretary

Term of Office: One (1) year (July 1 – June 30)

Voting Rights: Yes

Purpose: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, as well as prepare reports and correspondence as requested by the President and Board of Directors.

Responsibilities

1. Attend all board meetings
2. Request and file necessary records from the previous Secretary
3. Record and maintain minutes taken at all Executive and Board meetings
4. Maintain the database of contact information for the Executive Board and Committee Chairs and use this information to update, design, and publish an annual Executive Board directory
5. Send minutes to all officers, directors, and committee chairs within 30 days of each Board meeting or Executive Committee meeting
6. When the Board must conduct a vote using electronic communication, collect and record votes from Executive Board members and report outcome to the President
7. Prepare other reports and perform other duties as requested by the President and Board of Directors

Finance and Governance

This position does not have a budget or a committee of members. The Secretary reports to the President.

2.5 Treasurer

Term of Office: One (1) year (July 1 – June 30)

Voting Rights: Yes

Purpose: Per the Georgia Association of Colleges and Employers Bylaws, Section 4.f.: *The Treasurer shall maintain a record of the Association's financial business, including payment of bills and collection of dues and other monies; shall provide at least quarterly financial reports to the Board; and shall be responsible for presenting to the President the Association's finalized financial records for the annual fiscal audit.*

Responsibilities:

1. Serves as Chair of the Budget and Finance for the organization
2. Maintains the Association's Budget and Travel policies
3. Processes and records payment of all authorized expenditures of the Association
4. Prepares financial reports for each Executive Committee and Board of Directors
5. Prepares other reports and perform other duties as requested by the President or the Board of Directors
6. Invests Association funds as decided by Board
7. Process and approves new members and works with the Membership Chairs concerning member questions and concerns regarding membership issues that involve receipts of payment. Suggested re-wording for clarification.
8. Works with the Partnership Chairs concerning the processing of Partnership dues
9. Serves as a member and budget liaison to:
 - a. Professional Development Committee
 - b. Annual Conference Committees
 - c. Statewide Career Fair Committees
 - d. Diversity and Inclusion Committee
 - e. Committee chairmen involved in a project requiring the receipt and/or disbursement of Association funds to ensure such funds are handled properly
10. Files incorporation documents with the Secretary of State Office every January (due February 1)
11. Updates organization W-9 each year
12. Reviews any contracts prior to signing

Note: Accounting records must be audited bi-annually. Currently, an audit is performed annually (for the past calendar year at the same time as the tax return is prepared.

Finance and Governance

This committee utilizes the operations budget for costs related to organizational finances. This position reports to the President.

2.6 Vice President of Employers

Term of Office: One (1) year (July 1 – June 30)

Voting Rights: Yes

Purpose: The Board of Directors will support the work of GACE, provide leadership and strategic governance.

Responsibilities

1. Attend all board meetings
2. Shall serve as a liaison between their respective membership group and represent the needs and interests of the employer membership to the Board
3. Enhance the association's public standing within the employer area, clearly articulating the organization's mission, accomplishments, and goals to potential employer partners and leaders and seeking support from other industry partners
4. Identify and share trends, issues within area of membership (employers)
5. Oversees special projects as determined by the Executive Board
6. Works with Vice President of Institutions to periodically review the performance of the board and advise steps to improve performance
7. Identifies, cultivates and recruits future leaders within the organization
8. Work with Membership and Partnership Committee to identify potential new employer members and help brainstorm prospective employers to become Partnership.

Finance and Governance

This position does not have a budget or a committee of members. This position reports to the President.

2.7 Vice President of Institutions

Term of Office: One (1) year (July 1 – June 30)

Voting Rights: Yes

Purpose: The Board of Directors will support the work of GACE, provide leadership and strategic governance.

Responsibilities

1. Attend all board meetings
2. Shall serve as a liaison between their respective membership group and represent the needs and interests of the institution membership to the Board
3. Enhance the association's public standing within the institutions area, clearly articulating the organization's mission, accomplishments, and goals to potential employer partners and leaders and seeking support from other industry partners
4. Identify and share trends, issues within area of membership (colleges)
5. Oversees special projects as determined by the Executive Board
6. Works with Vice President of Employers to periodically review the performance of the board and advise steps to improve performance
7. Identifies, cultivates and recruits future leaders within the organization

Finance and Governance

This position does not have a budget or a committee of members. This position reports to the President.

2.8 Board of Directors

Term of Office: One (1) year (July 1 – June 30)

Voting Rights: Yes

Available Positions: Eight (8)

Purpose: The Board of Directors will support the work of GACE, provide leadership and strategic governance.

Responsibilities

1. Advance the mission of GACE
 - a. Actively promotes the mission of GACE, contributing ideas and expertise
 - b. Stays up-to-date on developments in the organization's field
 - c. Informs others about the organization, and works to enhance the organization's public image
2. Ensures effective organizational planning
 - a. Determines and monitors the organization's programs and services
 - b. Represents the interest of members by providing input and feedback in board discussions
 - c. Approves major expenditures according to authorized limits and guidelines.
 - d. Participates in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success
3. Actively participates in all board activities
 - a. Attends all meetings of the board of directors
 - b. Reviews agenda and supporting materials prior to board and committee meetings
 - c. Chairs a committee and periodically take on special assignments
 - d. Suggest nominees to the board who can make significant contributions to the work of the board and to the organization.
 - e. Assesses the board's performance
4. Identifies, cultivates and recruits future leaders within the organization

Finance and Governance

These positions do not have a budget or committee of members. These positions report to the President.

3 BUDGET POLICIES

The Association's fiscal year is July 1 through June 30.

Each board member/committee chair is to submit a detailed budget proposal to the President and President-elect by the March board meeting. The budget is to be discussed and developed at this meeting.

The budget is to be approved by the membership at the board meeting held in conjunction with the conference

The Treasurer shall prepare and present the final budget to the Board of Directors by the July/August transition meeting.

3.1 Bank and Investment Accounts

The Treasurer shall maintain and oversee bank and investment accounts, and ensure the Association's day-to-day financial operations.

The following accounts may be maintained by GACE as follows:

- Checking Account
- Money Market Account
- Certificates of Deposit

1. These accounts may be changed as the Association's financial conditions and requirements change.
2. Prompt transfer of checking and savings accounts must be made.
3. Work with previous treasurer to transfer names on investment accounts and Certificates of Deposit.
4. GACE is a 501(c)(3) entity and will maintain no less than ONE year's operating expenses in reserve (approximately \$125,000).
5. The balance held in the checking account is at the discretion of the Treasurer. (\$25,000 has been traditional.)

3.2 Disbursement of Funds

Payments are made by check and credit card.

1. All invoices will be forwarded to the Treasurer for review and authorization to pay.
2. The Treasurer is responsible for timely follow-up on discrepancies and payment.
3. The Treasurer, along with the appropriate Association leader (Board member or Committee Chair), will review all invoices for mathematical accuracy, agreement with a written invoice, and conformity to budget or Board authorization.
4. The Treasurer, along with the appropriate Association leader (Board member or Committee Chair), will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled.
5. The Treasurer will code the invoice with the appropriate expense and other information as needed for accounting purposes to ensure the correct committee is charged and the correct expense and line item are included
6. By approving an invoice, the Treasurer indicates that he/she has reviewed the invoice and authorizes a check.

If online payments are made, the Treasurer, along with the appropriate Association leader (Board member or Committee Chair), will periodically spot-check the account to compare the bank automatic payments with the vendor statements.

For any expense under \$2000 that is an allocated committee budget line item, the committee chairman (men) has the authority to spend without secondary approval. For any expense over \$2000, even if in an allocated committee line item, the expense must be presented to the board with a recommendation. The board must approve the expense.

3.3 Expense Reimbursements

In proper circumstances, Board members are entitled to be reimbursed for expenses related to the organization that they incurred on behalf of the organization. To receive reimbursement, you must meet the following requirements:

1. Your expense must have been authorized in advance by the Treasurer.
2. Your expense must have been incurred for goods or services purchased for the organization.
3. If your expense is for travel, the travel must be for work related to the organization and be in compliance with the Association's Travel Policy

Board and committee members must complete an expense reimbursement form for all expenses. Detailed receipts, showing the date, amount, and what the expense was for, are required for all expenses.

3.4 Signatures

The President-elect shall have the authority of second signature on checks as required.

The Treasurer will arrange to have signatures updated on all accounts, banking and other financial institutions after the first board meeting, following the election of new officers at the annual meeting.

3.5 Records

Treasurer will receive copies of necessary records from previous Treasurer. The records from the previous treasurer will be maintained by that person to be forwarded to the Association's CPA (accountant) for audit purposes. By June 30*, old books must be closed and transferred to auditor. New treasurer will advise concerning general layout of records.

All financial records, including budget and audit reports, bank and other statements from financial institutions, invoices, requisitions and receipts will be maintained by the current Treasurer for a period of five (5) years.

3.6 Travel Policy

The Board of Directors of the GACE recognizes that board members, committee members, and designated individuals of GACE may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of the Association. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of GACE to reimburse only reasonable and necessary expenses actually incurred by designated travelers. When incurring business expenses, GACE expects members:

1. Exercise discretion and good business judgment with respect to those expenses.
2. Be cost conscious and spend GACE'S money as carefully and judiciously as the individual would spend his or her own funds.
3. Report expenses, supported by required documentation, as they were actually spent.

Reimbursement will be provided up to \$1,500.00, for the President to attend the annual SOACE conference, including conference registration cost, airfare, and hotel costs. Reimbursement will be provided up to \$2,300.00 to one awardee per year to attend NACE MLI, including the event registration cost, airfare, and hotel costs.

All requests for travel reimbursement must be submitted within 30 days of the completion of each travel event. Requests will be sent to the Treasurer using the expense reimbursement form, with all applicable receipts attached.

When using the travelers' own vehicle within the state and surrounding area, the rates of reimbursement will be the current mileage and per diem rates used by the State of Georgia.

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. GACE will reimburse or pay only the cost of the lowest coach class fare available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

Those traveling on behalf of GACE may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed. When the traveler elects to stay outside of the designated venue for the event taking place, reimbursement is made at the amount no higher than the event venue's rate. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

Travelers are expected to use the most economical ground transportation appropriate under the circumstances and use the following, in this order of preference:

1. Courtesy Cars/Shuttles
2. Airport Shuttle or Bus
3. Ride Sharing (Taxi/Uber/Lyft/Public Transit)
4. Taxi
5. Rental Car

3.7 Non-Reimbursable Expenditures

GACE maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

1. Travel insurance
2. First class tickets or upgrades
3. Limousine travel
4. Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairperson of the board or his designee
5. Purchase of golf clubs or any other sporting equipment
6. Business conferences and entertainment which are not approved by the President or Treasurer.
7. Valet service
8. Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request
9. Overnight retreats without the prior approval of the chairperson of the board or his/her designee
10. Mileage reimbursement for travel to/from board meetings

4 STANDING COMMITTEES

4.1 Archives

Term of Office: One (1) Year (July 1 - June 30)

Purpose: This committee records the ongoing history of the Association, which includes reviewing, organizing, and storing minutes, newsletters, communications, and pictures.

Responsibilities

1. Provide guidance to the Association regarding the management and preservation of the Association's records and archives
2. Collect documents throughout the year to be maintained in archives
3. Reviews and defines the range of what Archives will and will not collect and maintain to reduce the amount of time and space spent collecting and preserving documents
4. File, store and digitize yearly documents
5. Assists Treasurer in maintaining rental space contracts and payments
6. Work with the Technology Chair and committee monthly to create content and main relevant area website content updated and current
7. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
8. Submit the current budget and proposed budget for upcoming year to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference

Finance and Governance

Expenses of the committee must be approved through the GACE Board. The committee is subject to the GACE Constitution and Board.

Budget

A minimum annual budget was approved by the GACE Board for miscellaneous expenses related to archiving, including a scanner and storage rental fees.

4.2 Awards

Term of Office: One (1) Year (July 1 - June 30)

Purpose: Recognize and promote excellence and leadership in the career services field and Association.

Responsibilities

1. Coordinates review and selection of Jack Mangham, MLI, RLI, Rising Star, GACE Research Scholarship award recipients
2. Review and establish the nomination process, timeline, and criteria for each award given by GACE
3. Monitors, and improves when indicated, the formal nomination process for potential award recipients
4. Updates nomination process forms
5. Works with the Technology Chair to update Awards information on website and upload nomination process forms on the website
6. Works with the Marketing and Communications Committee to promote awards and call for nominations through GACE social media, newsletters, and other appropriate sources
7. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
8. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
9. Recruit and manage committee members to assist in review of nominations
10. Collect nominations and present to committee members for review and finalist selection
11. Bring recommendations to the Board for discussion and review
12. Coordinates review and selection process of Jack Mangham award with Experiential Learning Committee
13. Make recommendations to Board concerning lifetime members, Founder's Award and/or special awards
14. Contact award winners
15. Plan and purchase the awards
16. With Conference Committee, coordinates all details concerning the presentation of awards to be presented at annual conference
17. The Awards Committee assesses the need for new awards

Membership

Two members to be appointed by GACE President and Board. Chair must be a Board member. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

A budget will be submitted each year for expenses required to produce awards. Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

Awards Committee Timeline

Award	Call for Nominations Opens	Nomination Deadline	Presentation of Award
NACE Management Leadership Institute (MLI)	October	Late January	Late February directly to awardee, with presentation at Annual Conference
Employer Leadership Award	January	Mid – March	Annual Conference
Rising Star Award	January	Mid-March	Annual Conference
Jack Mangham Award	January	Mid-March	Directly to Students in April, with presentation at Annual Conference
Research Scholarship	January	Early April	Annual Conference
Honorary Lifetime Member	Ongoing	Ongoing	Annual Conference
Founders Award	Ongoing	January to President	Annual Conference

July

- Contact NACE events@naceweb.org to reserve a spot for a GACE member to attend MLI and RLI

August

- Update and finalize application materials to be shared with committee members
- Decide on a firm application deadline
- Submit article and application materials to GACE newsletter

September-October

- Collaborate with Partnership Committee regarding possible award Partnerships
- Request volunteers to be judges for Jack Mangham, Rising Star, and MLI (at least three, including at least one employer member). Request and finalize judging panel
- Open application window for NACE MLI applications
- Send Award information and application materials to GACE members through email

November

- Finalize any Partnerships before award materials are sent out
- Submit article and application materials to GACE newsletter
- Update the GACE website with application materials
- Send Rising Star, Jack Mangham, Research Scholarship and Employer Research Award information/application materials to GACE members via email

December

- Send email reminders to GACE membership
- Send application information to GACE social media

January

- Open Rising Star, Jack Mangham, and Research (including employer award) application window during the first week in January
- Submit award information to next GACE newsletter
- Send email reminders to membership
- Collect applications from nominating GACE members

February

- Continue to collect applications from nominating GACE members
- Send final reminder email to all GACE members
- Submit award information to next GACE newsletter
- Select and contact MLI winner and contact NACE to provide attendee's name

March

- Copy and collate all nomination materials to distribute to the judges including a judge's score sheet and a deadline for score sheets to be returned
- Decide winners through a conference call. Purchase portfolios, make certificates, and get checks from GACE Treasurer for the winners of Jack Mangham winners (late March/early April)

April

- Contact and notify the nominating GACE members of winning students of Jack Mangham Award
- Send congratulations letters, portfolios, certificates, and checks to offices of winning students of JMA
- Send info about the award winners to the GACE newsletter
- Collaborate with Conference Committee and Awards Sub-Committee to plan Awards Banquet

May

- Design and purchase/create awards for Rising Star, MLI, Employer Research Award and Research Scholarship
- Recognize all award winners at the annual GACE Conference

4.3 Communications and Marketing

Term of Office: One (1) Year (July 1 - June 30)

Purpose: To advise the Board on a strategic communications and marketing plan to promote the Association's mission and image to potential members.

Responsibilities

1. Maintains and increases the integrity and increase the usage of the GACE brand
2. Coordinates with identified vendor for "for-sale" items to assure availability of a variety of items and prices for our membership
3. Designs and prints materials to represent the association including banners, promotional items and other forms of marketing collateral
4. Publicizes all GACE events held by other Committee Chairs to the membership through social media.
5. Act as liaison to all committees to maintain the GACE brand within the events, including but not limited to student, university & employer: flyers, emails, social media posts, and other online communication designed to get individuals to participate in the event
6. Solicits and organizes articles from Board and Committee Chairs to produce a quarterly newsletter that features information about events, membership updates, and other relevant content (suggested timeline: August, November, February, April, May (a few weeks before conference) and June (President's wrap-up).
7. Administers and maintains social media accounts to facilitate relevant discussions and association business (i.e. Facebook, Twitter, Linked In, Hootsuite, etc.)
8. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
9. Performs other duties as assigned by the GACE President and Board

Membership

The marketing committee is comprised of a chair and co-chair. Committee chairs serve on Annual Conference and Statewide Career Fairs' marketing subcommittees. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through GACE Board. The committee is subject to the GACE Constitution and Board.

Statewide Career Fair Marketing Activities:

Ongoing

- Announce employers on FB, Twitter, and LinkedIn, with special shout out to partners.

December

- Send Twitter and LinkedIn ad
- Weekly LinkedIn post announcing which schools and employer are set to participate

January

- Send event graphic and verbiage to participating schools to add their respective websites
- Order student postcards
- Launch What to Wear to a Career Fair on social
- Mail postcard to early bird schools

February

- Post weekly reminders on social
- review Twitter ad to regular registration
- Send sample tweets to all participating schools with countdown to fair tips

March

- Highlight partners and employers on social
- Last push on social for employer registration

April

Event

1. Live Tweets & FB Posts
2. Take pictures of the event (raffle winners, partners, volunteers and students)
3. Thank You tweets

Conference Marketing Activities

Ongoing

- Announce partners, programming topics, and activities as they are confirmed on social

December

- Post Save the Date on Social

January

- Create invitation postcard to send to employers
- Send call for employer name and addresses
- Have graphic for employer postcard approved by Conf. Comm. Chairs
- Order employer postcard w/ mailing option and extra blanks to pass out at schools and at events.
- Mail blanks to schools

March

- Post weekly reminders on social

April

- Start highlighting partners, program topics, and activities.

May

- Event
 1. Live Tweets, FB posts
 2. Capture raffle winners, partners and volunteers
 3. Board Mtg, B/O sessions, Reception, Awards Dinner, Zumba, Fun Run

Send Thank You tweets to partners, volunteers & attendees

4.4 Conference

Term of Office: One (1) Year (July 1 - June 30)

Purpose: The purpose of the annual conference is to assemble the membership at a site designated by the Board during which the annual business meeting of the association is conducted, professional development opportunities are provided, and the membership is provided the setting to review, evaluate and recommend direction about issues facing the Association and the profession. The conference is alternated annually to various regions of Georgia and is held for a three-day period in late May/early June.

Responsibilities:

1. Attend all board meetings
2. Work with the Technology Chair and committee monthly to create content and maintain relevant area of website updated and current
3. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
4. Submit the previous year's budget with the upcoming year's budget request to the President, Secretary, and Treasurer at the March board meeting for review and presentation to the Board and membership at Annual Conference
5. Determine conference theme
6. Recruit, establish, train, and manage all Sub-Conference Planning Committee members
7. Develop preliminary calendar, content, and deadlines of all conference planning meetings
8. Monitor conference planning and financial progress through scheduled planning meetings and conference calls
9. Adhere to the approved budget and ensure that Sub-Committees adhere to their area budgets
10. Plan a conference site visit to walk through hotel meetings rooms, dining areas, display areas, registration area, entertainment areas, etc. to determine feasibility of using available areas
11. Work with Conference facilities management and coordinators to manage and confirm:
 - a. Space requirements for programming and social activities
 - b. Pre-registration and guest rooms and services and complimentary guest rooms
 - c. Room assignments for registration, programming sessions, social activities, and meals
 - d. Menus
 - e. Audio visual and Wi-Fi requirements to ensure proper equipment is in place for each session, including microphones, projectors, computers, laptop connectivity, and sound
 - f. Review contract with hotel detailing room rates
12. Work with the Board and Programming and Keynote-Sub-Committee to ensure program speakers are timely, promotes dialogue, and enhances the knowledge of the membership to align with the mission of the Association
13. Work with the Programming and Keynote Sub-Committee to ensure a broad range of organizations, programming, and topics are timely, promotes dialogue, and enhances the knowledge of the membership to align with the mission of the Association
14. Plan and provide final review and approval for all design and quantities ordered for conference retail items
15. Work with the Technology Committee to ensure registration is open to members, non-members, partners and vendors and all conference logistics are provided on the GACE website and through online confirmations
16. Facilitate partnership between the Association's Marketing and Communication's Chairs and the Conference Marketing Sub-Committee to ensure that GACE branding and logos are incorporated into Conference theme and marketing
 - a. Inform members, non-members, partners, and vendors of the date, time, location and expense of the conference and promote attendance through the GACE Newsletter, website, social media and other contact communications

17. Report to the Board on conference planning timelines and deadlines
18. Work with the Program Sub-Committee to provide final review and approval for text and artwork for Conference Program, including session scheduling and content, order of programming and verified spelling of presenter's names and affiliations
19. Facilitate partnership between the Association's Partnership Chairs and the Conference Partnerships Sub-Committee to develop and promote Partnership opportunities, confirm recognition and marketing on GACE website, conference program and on-site recognition points
20. Direct activities of the conference
 - a. Host Partners, VIPs and Keynote Speakers at conference, along with Partnerships and Programming and Keynote Sub-Committees
 - b. Open and close the conference, promote, welcome and host all special events, introduce invited speakers
 - c. Act as the public face and host of the Conference
21. Prepare and submit Conference final report along with recommendations to future Conference Chairs

Membership

Committee leadership is comprised of two active members of GACE who have previously served on the GACE Conference committee. The individual serving as chairperson shall represent the Conference Committee on the GACE Board of Directors as a voting member. Both the chair and co-chair represent the interests of the Conference at GACE Board Meetings.

The Conference Committee is composed of a number of sub-committees appointed to carry out specific functions related to the organization of the Annual Conference. All sub-committee activities will be coordinated in consultation with the Annual Conference Committee Co-Chairs:

- Activities
- Awards Banquet
- Door Prizes and Speaker Gifts
- Hospitality
- Programming and Keynote
- Program
- Registration
- Partnerships
- Volunteers

Finance and Governance

\$50,000 Conference budget must be approved by the GACE Board. All bills and expense items must be submitted to the Treasurer before and not later than 30 days following the last day of the conference. Conference registration fees shall be paid by GACE for conference co-chairs.

Annual Conference Committee Timeline

July/August

- Attend Board Transition Meeting
- Meet with past chairs:
 - Review planning book and discuss roles
 - Review Conference Contracts
 - Review approved budget
- Develop preliminary calendar of planning events and deadlines
- Recruit and establish Conference Sub-Committees
 - Review specific duties with Sub-Committees
 - Establish general budget for each Sub-Committee and review financial policies
- Site visit to Conference facility to meet with key hotel staff
 - Review contract, detailing room rates
 - Assign tentative room numbers to sessions and events based on AV needs
- Develop Conference theme
- Recruit and establish Conference Sub-Committees
 - Review specific duties with Sub-Committees
 - Establish general budget for each Sub-Committee and review financial policies
- Develop preliminary calendar of planning events and deadlines

September/October

- First Conference Committee Meeting (virtual) – Early September; Face-to-face meeting the onsite meeting the week of conference.
- Theme and logo finalized
- Develop list of Keynote Speakers
- Discuss conference format and assign preliminary dates and times
- Create a Call for Programs process and promote to membership and contact database
 - Newsletter
 - Social Media
 - Website
 - Targeted emails to membership and contact database

November

- Send Save the Date marketing and post to GACE website
- Call for Program Proposals deadline (Late October or early November)
- Submit new updates to Technology Chair(s)
- Conference costs, registration fees, confirmed and added to website calendar
- Keynote speakers selected and confirmed

December

- Conference Committee Meeting (Conference Call)
- Finalize entertainment for Awards Banquet
- Open and promote registration

January

- Review speakers
- Confirm preliminary agenda and events
- Prepare and submit committee report for January Board meeting
- Continue to promote registration with keynotes and breakout sessions include in marketing

February

- Confirm activities and events and add to website
- Conference website continually updated

March

- Second Conference Committee Meeting (in-person or virtual)
- Deadline for early bird registration
- Determine gifts for presenters
- Order Conference registration and giveaways
- Develop Conference volunteer needs and schedules
- Send email announcing when preliminary session schedule available online
- All text for concurrent sessions and workshops completed in registration software (if used)
- Conference website continually updated
- Begin recruitment process for next year's committee and sub-committees

April

- Conference Committee Meeting (Conference Call)
- Conduct verbal “walk through” of all conference activities
- Finalize food and beverage plan
- Conference website updated with final schedule
- Work on edits and changes for final program
- Committee begins formatting preliminary registration and compilation of biographical, picture or other information for printed document
- Committee to confirm all sessions for printed preliminary program, date and time assignments

May

- 1st Week - Send Emails to presenters with final room assignments and AV needs; include reminder about how to register
- Printed documents are confirmed and approved and printing order is placed
- Conference Co-Chairs have final logistical meeting with convention center staff
- Final full committee meeting at Conference
- Committee meets to set up registration/stuff bags the day before workshops

June

- Full committee post-conference meeting to discuss evaluations

4.5 Diversity, Equity, Inclusion & Belonging

Term of Office: One (1) Year (July 1 - June 30)

Purpose: To lead in the creation, improvement, and nurturance of the diverse, creative, and inclusive environment that promotes professional development and supports the mission and vision of GACE.

The Georgia Association for Colleges & Employers (GACE) is committed to fostering a diverse and inclusive representation of Colleges, Employers, and Student populations. The goal of the association is to provide equal access to all student bodies and employers and to create an environment that acknowledges and appreciates the unique skills and experiences that occur as a result of individual and cultural differences in regard to:

- Age
- Culture
- Disability
- Education
- Ethnicity
- Gender, Gender Identity, or Gender Expression
- National Origin or Nationality
- Race
- Religion
- Sexual Orientation

GACE makes concerted efforts to engage a diverse group of participants to serve on the GACE Board, committees, task forces, and activities. Members should encourage sensitivity through promoting open dialogue and active listening, create an inclusive environment where people will thrive and feel a sense of belonging, and create an atmosphere that demonstrates respect and appreciation for the diversity of ideas and thoughts of others.

Responsibilities

1. Ensure GACE leadership provides a climate and culture that fosters, promotes, and encourages social interactions that support a profound appreciation and celebration of different communities.
2. Advocate for diversity, equity, inclusion and belonging in our profession.
3. Provide training and education around diversity, equity, inclusion and belonging as it impacts student professional development and recruiting practices.
4. Ensure that all GACE communications, publicity material, and messaging are welcoming and inclusive.
5. Collaborate with other GACE Board and Committee chairs to ensure events and activities are inclusive in nature and free from unintentional bias.
6. Identify, recognize, and share best practices related to diversity, equity, inclusion and belonging initiatives and practices within corporate recruiting and college & university career services.
7. Maintain a GACE-hosted website highlighting best practice programs and services.
8. Coordinate biennial GACE DEIB Summit.
9. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference.

Membership

The Diversity, Equity, Inclusion and Belonging Committee should be comprised of a chair and co-chair. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through the GACE Board. The committee is subject to the GACE Constitution and Board.

4.6 Experiential Learning

Term of Office: One (1) Year (July 1 - June 30)

Purpose: (Adapted from the Cooperative Education Association's/CEA definition of Experiential Learning)

This standing committee's primary purpose is to examine and respond to the needs of experiential based educational programs in Georgia. Experiential programs offer students the opportunity to gain career-related experience while obtaining a degree. This can take many forms, including the following: Cooperative Education, Externship, Internship, Field Study, Practicum, Job Shadowing and Service Learning experiences.

Responsibilities

1. Share ideas, insights and information about the concept of Experiential Education to its committee members and GACE
2. In collaboration with the Professional Development Committee, provide venues to support the development of various components of Experiential Education
3. Provide information about the various programs to colleges and universities, secondary schools, employers and other interested parties
4. Collaborate with the Partnership Committee to seek Employer partners and community relationships for Partnership of Jack Mangham Award and professional development Partnership opportunities
5. Collaborate with the Awards Committee on the selection of The Jack Mangham Award by recognizing outstanding students participating in experiential programs from educational institutions and employers represented in GACE
6. Works with Technology Chair and Committee members to maintain and create relevant website content pertaining to experiential learning
7. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
8. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference

Membership

The Experiential Learning Committee is comprised of a chair and a co-chair. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through GACE Board. The committee is subject to the GACE Constitution and Board.

4.7 Membership

Term of Office: One (1) Year (July 1 - June 30)

Purpose: Committee will assist in the assessment, development, implementation, and promotion of the GACE membership recruitment, services, resources, and benefits. Retain and foster continued support of the current membership, so that the purposes and objectives of the organization continue to be met.

Responsibilities:

1. Develops strategies to increase membership in the association
2. Update and revise all membership correspondence (renewal notices, renewal reminders, renewal and new member confirmations) on membership database system as new President and committee begins appointment in July
3. Maintain follow-up contact with employers and colleges who attend GACE programs and events (Statewide Career Fair, Membership Drive, Drive-In Workshops, Professional Development events)
4. Host two membership drives, one in person, one web-based, for prospective and current members
 - a. Develop and implement strategies for recruitment of new member organizations and individuals
5. Maintains membership directory for the association
 - a. Conducts monthly reviews of active, pending, renewal and lapsed membership
6. Develop membership retention plan to share at transition meeting or first meeting of the academic year.
7. Develop and implement strategies for welcoming new members
8. Promote awareness of membership benefits
9. Work with Marketing and Communications Committee to develop and maintain informational material describing benefits of all membership categories that can be used to publicize GACE to employers and colleges in Georgia
10. Work with Statewide Career Fair and Annual Conference committees as needed to assess, plan, and implement a promotional plan for any membership events and/or drives
11. Respond to members' correspondence regarding membership and website questions and concerns and solicit feedback regarding the direction, focus and mission of GACE
12. Assist President-Elect with new member orientations at Annual Conference and/or other GACE events
13. Works with the Technology Chair as needed to create and update Membership website content
14. Submit articles and information in a timely manner to the Marketing and Communications committee for each planned quarterly newsletter
15. Provide reports on membership to the Board at each Board Meeting, including numbers of visitors, names of new members, archived members, and those being dropped from membership
16. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
17. Archive members in the database on a quarterly basis

Membership

The membership committee is comprised of a chair and a co-chair. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through GACE Board. The committee is subject to the GACE Constitution and Board.

4.8 Nominations

Purpose: The nominating committee will identify and present a slate of qualified candidates for the upcoming year to the GACE board for approval and to the membership for a vote.

Responsibilities

1. Review the policies and procedures of the nominating committee to ensure that all activities of the committee are in compliance
2. Develop a list of qualified candidates for the upcoming GACE slate and contact them about their willingness to serve
3. Present the nominations to the Board
4. Present nominations to the membership at the annual meeting

Membership

The committee is chaired by the president-elect, who obtains two other committee members of their choice, with no more than one former board member.

Committee Chair Responsibilities and Duties

1. Schedule and preside at the committee meetings, insuring that a ballot is prepared in accordance with the nominating committee procedures. All meetings are closed.
2. Solicit nominations from association-at-large, current board, and committee chairs.
3. Invite members to be candidates for election and provide each a recruitment packet consisting of:
 - a. Formal Invitation Letter
 - b. Copy of position description, including dates of when position begins and ends
 - c. Copy of GACE Bylaws
 - d. Contact information of Nominating Committee Members
 - e. Outline of nomination process
 - f. Copy of Commitment Form
4. Maintain and file a candidate log: date, phone number/email address, who and where contacted.
5. Collect and file the acceptance of candidacy/commitment forms up to the end of each term, forwarding files to successor at the end of your term.
6. Present the election results to the membership at the Annual Conference.

Committee Member Responsibilities

1. Reviews and understands the current GACE SOP's for each Board position to appear on the slate.
2. Recruit potential candidates by calling current committee chairs and other interested members to encourage interest in leadership.
3. Participate in the nominating committee meetings and/or conference calls to select the slate of candidates for presentation to the board.
4. Review nominations.
5. Assists with inviting candidates and abides by #3 above.

Nomination Criteria

All potential nominees must be active members in good standing, not only at the time of their election, but also during their term of office.

The Nominating Committee members will consider the following when preparing the slate of candidates:

- The committee shall seek nominations from the membership and seek input from current officers and committee chairs regarding members who have been particularly active, involved, and responsible
- Select candidates who have demonstrated an interest and commitment to the association by serving on a variety of committees and task forces as well as in other ways

- Members of the nominating committee may not be considered as potential nominees for an office during their tenure.

Finance and Governance

Expenses of the committee must be approved through the GACE board. The committee is subject to the GACE Constitution and Board.

Recruitment and Selection Timeline

November/December

- Review profile of current board to determine openings
- Place a call for nominations:
 - Newsletter
 - Website
 - GACE Social Media
 - Email to membership
- Solicit suggestions from current board and committee chairs

January

- Selection and invitation of nominating committee
- Review of SOP's and nomination forms
- Second call for nominations

February

- Nomination Deadline
- The committee will review and discuss potential nominees for open positions

April

- Candidates contacted by telephone
- Invitation letters and recruitment packets drafted and sent
- Recruitment meetings with potential board members

May

- Present slate of candidates to board for approval
- Board Deadline
- Confirmation to serve/Commitment Form Closing date
- Upcoming slate presented to board at Conference meeting

June

- Upcoming slate presented to board at Conference meeting

4.9 Partnership

Term of Office: One (1) Year (July 1 – June 30)

Purpose: To develop Partnership prospects and manage the delivery of Partnership benefits.

Responsibilities

1. Secure copies of previous year communications and research of past partners
2. Update and revise all Partnership correspondence (renewal notices, renewal reminders, renewal and new member confirmations) on membership database system as new President and committee begins appointment in July
3. Submit marketing edits to Marketing Committee for updated Partnership materials to reflect current GACE theme
4. Work with Technology Committee to maintain Partnership records and communication tools
5. Research employers and vendors in Wild Apricot from previous events and contact past partners for upcoming opportunities
6. Work with the Membership Committee to identify new potential Partnerships through new member applications and membership renewal
 - a. Assist with events to enlist potential employer partners
7. Develop and implement a plan to identify potential partners
 - a. Submit plan of action during transition meeting
8. Contact applicable employers to confirm partnership opportunities that are included within overall GACE Partnership package at this level
9. Once partnership is secured (via contract or payment received), obtain all necessary marketing materials from partners including electronic logos, tchotchkes, etc.
10. Correspond with employer partners and vendors in the weeks immediately preceding event to answer questions
11. Keep in communications with Treasurer to be sure payments have been made
12. Serve as primary point of contact with partners at events and address specific partner needs
 - a. ensure partners can register for all events and retrieve needed logos and ads
 - b. greet employers during check-in and make necessary announcements during conference
 - c. during the event, personally and formally recognize employers
13. Ensure the fulfillment of partnership benefits, manage the delivery of post-event thank-yous, and develop engagement reports
14. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
15. Provide monthly reports on membership to the Board
16. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
17. Work with VP Employers to brainstorm prospective partners.

Membership

Chair and co-chair and GACE members as needed for each event. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through the GACE Board and the committee is subject to the GACE constitution and Board.

4.10 Professional Development

Term of Office: One (1) Year (July 1 - June 30)

Purpose: This committee is primarily responsible for creating and implementing diverse and effective professional development resources and programming that delivers basic, intermediate and advanced materials for all membership levels for both live and online formats.

Responsibilities

1. Identify GACE members to serve on committee to generate projects for year
2. Develop and implement professional development workshops/events.
3. Seek resources outside of our membership to help form partnerships with other like associations with the possibility to share resources and presenters
4. Solicit industry experts (member and non-member) to address professional development needs for current members and for the purpose of increasing membership through innovative and current educational needs for our industry
5. Market GACE professional development events to other associations and the business community
6. Develop a process to evaluate course content and recommend courses for CEU credits (and/or other relevant credits, in compliance with the IACET standards
 - a. Develop procedures for attendees to be eligible to receive CEUs
 - b. Develop and maintain system to record and track CEUs for membership
 - c. Assist other committees in offering CEUs for other GACE programming events (Annual Conference)
7. Work with Board, Committee Chairs, and survey membership to determine industry education needs
8. Staff and direct all committee related programming and activities
9. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
10. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
11. To perform other duties as assigned by the GACE President and Board

Membership

The Professional Development Committee should be comprised of a chair and co-chair. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through GACE Board. The committee is subject to the GACE Constitution and Board.

4.11 Statewide Career Fair

Term of Office: One (1) Year (July 1 - June 30)

Purpose: This committee is responsible for planning and executing the statewide career fair. The career fair is held in mid-April.

Responsibilities

1. Attend all board meetings
2. Recruit, establish, train, and manage all Sub-Career Fair Planning Committee members
3. Develop preliminary calendar, content, and deadlines for all planning meetings
4. Monitor career fair planning and financial progress through scheduled planning meeting and conference calls
5. Adhere to the approved budget and ensure that Sub-Committees adhere to their area budgets
6. Plan a conference site visit to walk through main convention room, registration area, program areas, etc. to determine the feasibility of using available areas
7. Work with convention center facilities management and Exhibition services vendor to manage and confirm:
 - a. Room assignments for registration, career fair, GACE office/meeting space, and meals
 - b. Menus
 - c. Facility and Wi-Fi requirements to ensure proper equipment is in place for each registered attendee, including curtains, carpet, electricity
 - d. Review contract with the convention center and exhibition services vendor
 - e. Acquire event insurance that fits the scope and needs of the convention center
8. Work with the Sub-Committees to ensure a broad range of organizations and schools are contacted and invited
9. Work with the Technology Committee to ensure registration is open to members, non-members, partners, and vendors and all conference logistics are provided on the GACE website and through online confirmations
10. Facilitate partnership between the Association's Marketing and Communication's Chairs and the Career Fair Marketing Sub-Committee to ensure that GACE branding and logos are incorporated in to Career Fair marketing
 - a. Inform members, non-members, partners, and vendors of the date, time, location and expense of the conference and promote attendance through the GACE Newsletter, website, social media and other contact communications
11. Report to the Board on Career Fair planning timelines and deadlines
12. Work with the Publications Sub-Committee to provide final review and approval for text and artwork for Student/Alumni Career Fair Program, including pre-career fair programming, list and description of attending organizations, and partners
13. Facilitate partnership between the Association's Partner Chairs and the Career Fair Partners Sub-Committee to develop and promote Partnership opportunities, confirm recognition and marketing on GACE website, career fair program and on-site recognition points
14. Secure door prizes for employer brunch
15. Direct activities of the career fair
 - a. Greet partners and guests
 - b. Open the brunch and introduce invited speakers
 - c. Act as the public face and host of the Fair
16. Prepare and submit Career Fair final report along with recommendations to future Chairs
17. Work with the Technology Chair and committee monthly to create content and main relevant area website content updated and current

18. Submit articles and information in a timely matter to the Marketing and Communications committee for each planned quarterly newsletter
19. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference

Membership

Committee leadership is comprised of two active members of GACE who have previously served on the GACE Statewide Career Fair steering committee. The individual serving as chairperson shall represent the Career Fair Committee on the GACE Board of Directors as a voting member. Both the chair and co-chair represent the interests of the Career Fair at GACE Board Meetings.

The Chair and Co-Chair should identify committee members to include *at least* the following sub-groups:

- Employer Registration
- Evaluation & Assessment
- Finance (GACE Treasurer or Budget & Finance Committee Member)
- GACE Clothing Closet
- Partners (GACE Partnerships Committee Member)
- Programming
- Social Media & Marketing (GACE Marketing & Communications Committee Member)
- Student Marketing/School Commitment
- Student Registration
- Technology and Publications
- Volunteers

All sub-committee activities must be coordinated in consultation with the Career Fair Committee Chair and Co-Chair.

Finance and Governance

The Career Fair Steering Committee Chairs begin the year with no advance from GACE budget

- The GACE Treasurer manages the budget with input from Career Fair Chairs

Annual Career Fair Committee Timeline

July/August

- Attend Board Transition Meeting
- Meet with outgoing committee Chair:
 - Review planning documents and discuss roles
 - Review contracts and menus
 - Review approved budget
- Develop a preliminary calendar of planning events and deadlines
- If not already completed, Review and sign a contract along with GACE Treasurer

September

- Site visit/conference call with convention center to meet with key staff
- Find out from event site if there are any updates to event insurance or parking cost increases
- Recruit and establish Career Fair Sub-Committees
 - Review specific duties with Sub-Committees

October

- First Conference Committee Meeting (Face to Face) – Early October
- Work with Technology committee to set up registration levels, rates, and important dates (early bird, etc.)
- Send Save the Date marketing and post to GACE website
- Select Exhibition/Convention Services Vendor and sign a contract

November

- Schedule Monthly Career Fair Committee Conference Call's (ongoing)

- Open employer registration
- Create School Commitment form and promote to membership
 - Newsletter
 - Social Media
 - Website
 - Targeted emails to membership and contact database
- Prepare and submit committee report for November Board meeting

December

- Monitor employer registration for desired industry representation (Ongoing through close of registration)
- Monitor school commitments
- Work with GACE Partner committee to promote Partnership opportunities

January

- Schedule a March site visit with convention center contact
- Confirm shipment information with the Convention Center and/or Exhibition Services Vendor
- Create and establish employer confirmations, including agenda, shipping instructions, directions, and parking
 - Schedule confirmation information on event form for all future registration
 - Send first set of confirmations to current registrants
- Prepare and submit committee report for January Board meeting
- Have event insurance contract completed and sent to the venue

February

- Early Bird Registration Closes
- Career Fair website continually updated with new employers and participating institutions
- Focus on Volunteer Sub-Committee
- Send student marketing to committed institutions
- Begin work with Exhibition Services Vendor concerning day of details, event layout, and special requests.

March

- Site Visit with the full committee in lieu of monthly Conference Call
- Continue Volunteer recruitment
- Determine door prizes
- Finalize menus
- Career Fair website continually updated with new employers and participating institutions
- Work on edits and changes for final program
- Set up registration form to collect credit card payments only
- Prepare and submit committee report for March Board meeting
- Investigate dates for following year event and work with site vendor to contract date.

April

- Send final employer information and booth numbers of Exhibition Vendor for event preparation.
- Send final confirmation to registered employers
- Send final confirmation to volunteers
- Committee Leadership and Employer relations Sub-Committee meets on-site the day prior to finalize registration and set up
 - Meet with Exhibition Services Vendor to confirm appropriate event layout and employer special requests
 - Meet with Convention Center to confirm finalized details and catering

May

- Full committee post-career fair meeting to discuss evaluations and de-brief
- Prepare final documents and recommendations to pass along to upcoming chair
- Execute contract for the next year's fair if not previously done so

4.12 Strategic Planning

Term of Office: One (1) Year (July 1 - June 30)

Purpose: This committee serves in an advisory capacity to the board and identifies strategic opportunities for the growth and advancement of the association.

Responsibilities:

1. Oversee the GACE Leadership Institute
2. Provide historical knowledge and context for the board and standing committees.
3. Develop long-term goals for the association.
4. Explore new ways for the association to provide value for its members.
5. Recruit new members to the association and identify prospective leaders.
6. Assist other officers and committee chairs as needed.

Membership

The Past President shall chair this committee. Additional committee members may be recruited as needed.

Finance and Governance

Expenses of the committee must be approved through the GACE Board and the committee is subject to the GACE constitution and Board.

4.13 Technology

Term of Office: One (1) Year (July 1 - June 30)

Purpose: To serve as primary resource to advise the board of directors of the Georgia Association of Colleges and Employers (GACE) and its membership on strategies to leverage current technologies to improve the delivery of services to the GACE membership.

Responsibilities

1. To review, revise or implement strategy for association web site development and architecture
2. To provide oversight for updates and maintenance of content of association website
3. Based on information given, ensure accuracy and timeliness in communicating information, and promoting events and services on the website
4. To serve as primary liaison to vendors that provide technology services and update Treasurer on all contracts and renewals of these services
5. Publicizes all GACE events held by other Committee Chairs to the membership through email, and website.
6. Maintain technology account passwords and supply a list and any updates to the President, President-Elect, and Secretary
7. Submit the upcoming year's budget request to the President, Secretary, and Treasurer at the March board for review and presentation to the Board and membership at Annual Conference
8. Maintain regular communication with the Marketing and Communications committee regarding updates to ensure consistent messaging across platforms
9. Assess and advise the Association on its changing technology needs
10. When requested, supply historical data from GACE's technology platforms
11. Ensure GACE brand is consistently and accurately represented on the website
12. Train and advise board members on utilizing GACE technology

Membership

The Technology Committee should be comprised of a chair and co-chair. The Committee may form and delegate authority to any subcommittee/volunteers.

Finance and Governance

Expenses of the committee must be approved through the GACE Board and the committee is subject to the GACE constitution and Board.