

# NAWLA Committee Terms & Guidelines

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Committee	Charge
Education	To support the development and implementation of year-round education, including NAWLA Academy.
Engagement	To onboard new members, increase engagement of existing members, and perform outreach to dissatisfied members based on survey feedback.
Finance	To review ongoing financial stability, and opportunities to strengthen the financial health of NAWLA.
Marketing	To support Marketing Staff with insight and ideas for advanced marketing.
Membership	To review membership applications for approval, work towards increasing engagement and retention, recruitment of lapsed members and conducting exit surveys for non-renewing members.
Mulrooney	To review award nominations, and select a recipient based on the established criteria.
NextGen	To oversee all opportunities for engaging future individuals including YELP, mentorship, and the Student Program.
Regional Meetings	To oversee the development of regional programming, and ensure the NAWLA guidelines meet the need of the constituents.
Scholarship	To review scholarship applications, and select recipients based on the established criteria
T-100	To plan a robust annual spring leadership conference that attracts owners and executives in the lumber and building materials supply chain. T-100 will provide value to current NAWLA members, prospective NAWLA members, and enhance the NAWLA “brand” throughout the forest products industry.
Traders Market	To plan the experience and education for current year's Trader's Market.

## **Term Length:**

Committee rosters are formed on an annual basis and committee work is from January – December. All Committee Chairs and Vice Chairs will serve a two-year term and Committee Members will serve a one-year term, with the exception of the Finance and Mulrooney Committee\*. Committee members will have the option to renew participation annually.

\*The Finance Committee Chair (Treasurer) and Vice Chair will serve a three-year term and Committee Members will serve a one-year term. The Mulrooney Committee Chair and Vice Chair serve a one-year term and Committee Members will serve a three-year term.

**Time Commitment:**

Committees typically meet once a month for 30 to 60 minutes, with additional meetings scheduled as needed.

**Chair/Vice-Chair Committee Responsibilities:**

- Lead virtual Committee meetings in conjunction with the NAWLA staff liaison.
- Attend at least 90% of virtual Committee meetings and the in-person meeting at Trader's Market.
- The Chair is to select a Vice-Chair for the Executive Committee to approve within the first quarter of their term.
- Develop annual goals with the input of the committee to monitor and assess progress toward achieving its goals.
- Aim to attend at least one Regional Meeting each year.
- Accept task force appointment or other action as necessary.

**Committee Member Responsibilities:**

- Participate in at least 80% of Committee meetings and aim to attend the in-person meeting at Trader's Market.
- Contribute to the development and achievement of committee goals.
- Assist in attracting potential volunteers and members of NAWLA.
- Aim to attend at least one Regional Meeting each year.
- Accept task force appointment or other action as necessary.

**Board Liaison Responsibilities:**

- The Board Liaison is not responsible for performing committee work.
- Participate in at least 80% of Committee meetings and attend the in-person meeting at Trader's Market.
- Ensure committee's are working toward the overall mission and goals of the association.
- Provide updates to the NAWLA Board of Directors regarding committee progress and challenges.

**Committee Makeup:**

- Committee Chairs will be provided with a list of all individuals who expressed interest in serving on the committee for the upcoming year. Please note that interest does not guarantee placement.
- The Committee Chair and Vice Chair will work together to finalize the roster.
- The average committee size for NAWLA is 9 members (not including NAWLA Staff).
- Consider maintaining an odd number of committee members to help avoid tie votes.
- Consider whether individuals have expressed interest in multiple committees.
- Consider the makeup of member company types (Manufacturer, Wholesaler, Service Affiliate).



**Applicable Policies and Procedures:**

- [NAWLA Bylaws](#)
- [NAWLA Anti-Trust Guidelines](#)
- [NAWLA Conflict of Interest Disclosure](#)