



ASSOCIATION OF MODIFIED ASPHALT PRODUCERS EDUCATION COMMITTEE GUIDELINES

The Association of Modified Asphalt Producer's (the "**Association**") Education Committee Guidelines (the "**Guidelines**") set forth the role and responsibility of members participating on the Education Committee (the "**Committee**").

I. **Authority and Statement of Purpose**

As identified in the Committee Charter, the purpose of the Committee is to serve as a resource of technical information for our members and the industry by publishing and disseminating relevant information on modified asphalt. The expertise of this Committee ensures information is up to date and accurate.

II. **Roles and Responsibilities**

A. **Officers**

The Committee Chair, along with the assistance of the Executive Committee Liaison, will ensure the Committee members are engaged in activities and tactics that strategically align with the Association's Strategic Plan.

The Committee Chair:

- **Leadership:** provide leadership and direction to the Committee, guiding the activities to achieve their annual goals set by the Board of Directors.
- **Meeting Facilitation:** In conjunction with the Staff Liaison, plan, schedule and lead the Committee meetings, which includes, developing the agenda, tracking action items, and ensuring all meeting protocols of the Association are followed.
- **Delegation:** Establish subcommittees and/or task forces as needed to provide focus on specific opportunities or initiatives. Ensure no one Committee member is over or under tasked.
- **Documentation:** Ensuring that accurate records of meetings, decisions, and actions are kept and appropriately disseminated.
- **Communication:** Work with the Staff Liaison to ensure information is provided to Committee members and any other members or organizations in a timely, organized, and concise manner.
- **Conflict Resolution:** Managing and resolving conflicts within the Committee, fostering a collaborative and productive environment.
- **Oversight and Accountability:** Monitoring the progress of the committee's work, ensuring that tasks are completed on time and objectives are met.
- **Strategic Planning:** Leading the development and implementation of the Committee's strategic goals and objectives.

The Vice-Chair:

- **Supporting the Chair:** Assisting the Chair in their duties, including planning meetings, setting agendas, and ensuring that the committee runs smoothly.
- **Acting Chair:** In the absence of the Chair, the Vice-Chair shall ensure continuity of leadership and decision-making.

- **Facilitating Meetings:** Assist in facilitating discussions, managing conflicts, and ensuring that all members have the opportunity to contribute.
- **Task Force Oversight:** Provide oversight to the Task Forces developed in the Committee to include updates, keeping them on task, and monitoring the progress of the committee's work, ensuring that tasks are completed, and deadlines are met.
- **Documentation:** Help to ensure that accurate records of meetings and decisions are kept and communicated to relevant parties.
- **Strategic Planning:** Assist in the development and implementation of the Committee's strategic goals and objectives.
- **Special Projects:** Taking on specific tasks or projects as delegated by the chair or the committee.

B. Non-Voting Members

The Executive Committee Liaison:

- **Communication:** Acting as the primary point of contact between the Committee and the Executive Committee and the Board of Directors. This is to include general information, updates, and items that need Board approval.
- **Performance Review:** Initiate, execute, and deliver the annual performance review of the Committee.
- **Strategic Planning:** Assist in the development and implementation of the Committee's strategic goals and objectives, ensuring it is in the Association's best interest and in the direction of the Executive Committee's current strategic plan.

The Staff

The Staff will work with the Committee coordinate tasks that need to be accomplished to achieve the goals set out in the strategic plan.

The Staff Liaison will:

- **Scheduling:** Coordinate dates, locations (if needed), and notices with the Committee for all meetings ensuring that all relevant materials are prepared and shared in a timely manner
- **Communication:** Ensure information, such as meeting minutes or other requests, are provided to the Committee members in a timely manner. The information shall be organized and accurately stated with the proper review and approval prior to distribution.
- **Meeting Minutes:** Record minutes during each meeting for review by the Chair and Vice-Chair for accuracy.
- **Record Management:** Ensure documentation and records of the Committee are kept and stored in the Association's designated file storage, including any sub-committee reports.

C. Committee Members

- Committee members serve as the voice of the membership providing real-time opportunities and suggestions on how the Association can better meet the needs of industry.

The Committee Members:

- **Active Participation:** Attend Committee meetings and participate actively in discussions and decision-making processes.

- **Preparation:** Each Member is expected to arrive at the meetings prepared by reviewing the agenda, past minutes, any relevant or active reports, and other documents as needed before meetings to be fully prepared for discussions.
- **Educational Expertise:** Provide subject matter or general expertise in some area to assist in developing educational content whether that be presenting or assisting in the development of material.
- **Collaboration:** Work collaboratively with other Committee members, respecting different viewpoints, and contributing to a positive and productive group dynamic.
- **Task Completion:** Taking on specific tasks or roles as assigned by the Chair or the Committee and ensuring these tasks are completed on time and to a high standard.
- **Unbiased Decision Making:** Make decisions based on the Association's mission, avoiding personal biases or conflicts of interest. Ensure fairness and objectivity in all committee activities.
- **Expertise and Insight:** Providing expertise, insight, and feedback based on their knowledge and experience to all the Committee to make informed decisions and actions.
- **Accountability:** Being accountable for their contributions to the Committee and the decisions they help make.
- **Confidentiality:** Maintaining confidentiality regarding sensitive information discussed within the Committee, as appropriate.
- **Feedback:** Providing constructive feedback to improve the committee's processes and outcomes.
- **Advocacy:** Encourage Association members to become friends of the Committee and engage in its activities.
- **There will be assigned roles of committee members:**
 - Review Coordinator (2-4)
 - Outreach Officer - Fall (1)
 - Outreach Officer - Spring (2)
 - Technology Coordinator (1-2)
 - Curriculum Coordinator (Fall/Spring/Roofing/etc.) (2-4)
 - Participant Liaison (1-2)
 - Marketing Officer (2)

D. Friend of the Committee

A "friend of the Committee" is someone who can attend Committee meetings and participate in the same activities as Committee members, but do not have voting rights. In addition, friends who actively contribute to Committee activities will be considered for membership as current Committee members serve out their tenure. Friends of the Committee activities may include, but are not limited to:

- **Participation:** Attend Committee meetings and participate actively in discussions exchanging information about best practices and ideas that will promote the mission of the Committee.
- **Education Content Development:** Help make recommendations or provide educational content for workshops or outside of workshops.

III. Committee Member Selection and Tenure

Full-time employees of the Association Member Companies may be considered for Committee membership. The Committee seeks a balanced and diverse representation of the organization and its membership.

Tenure:

- Members shall serve for a 2-year term, or shorter term based on the Executive Committee Liaison and Committee Chair recommendation.
- Members may have their term renewed for an additional 2-year term based on the Executive Committee Liaison and Committee Chair recommendation. After the completion of two terms, individuals may serve again after taking a one-year hiatus from serving on the Committee.
- Committee members may serve on the Executive Committee, Board of Directors, or other Association committees without conflict as long as the member is able to actively contribute to the success of the Committee.

IV. Attendance Policy and Quorum

A 50 percent quorum of Committee members is required to approve actions in the meeting agenda. Committee members are requested to attend each meeting and advance notice is given to provide the best opportunity to avoid conflicts. The Association greatly appreciates members who serve as volunteers. In the event a committee member misses three scheduled Committee meetings, the Committee Chair and Executive Committee Liaison may ask the member to step down.

V. Orientation Process for New Members

New member orientations will be held during the first Committee meeting with new Committee members, the Committee Chair and Vice-Chair, and the Staff Liaison.

The Orientation will Include:

- The Committee Charter
- The Committee Guidelines
- The mission of the Committee
- A review of AMAP's Anti-Trust Policy

VI. Meetings**A. Scheduling**

The Committee will meet a minimum of four (4) times per year with additional meetings scheduled at the discretion of the Committee Chair and Executive Committee Liaison. The Task Forces will meet as necessary.

B. Notice

The Committee Chair or Staff Liaison will provide a Notice of the Committee Meeting via email at least two (2) weeks prior to the meeting date.

C. Agenda

The agenda will be developed by the Committee Chair with the assistance of the Staff Liaison. Standing agenda items include acknowledgment of the Association's Policy and Anti-Trust Statement.

D. Materials

All materials for a committee meeting will be distributed a minimum of one (1) week prior to the meeting date.

E. Minutes

Minutes will be kept as a record of Committee recommendations, and decisions. The Staff Liaison will draft Committee minutes with assistance from the Committee Chair & Vice-Chair for review to ensure accuracy. The minutes, as a standing agenda item, will be provided to Committee members as part of the overall Committee packet, reviewed, and approved at the next Committee meeting.

Minutes will be kept as a record of Subcommittee discussions, recommendations, and decisions. The Staff Liaison will draft Task Force minutes with assistance from the Task Force Chair and provide them to the Committee Vice-Chair and Task Force members for inclusion at the next Committee meeting.

F. Committee Expenses

Expenses to participate/attend Committee or Subcommittee meetings are the responsibility of the individual. The Association will cover the cost of the Committee meeting space (e.g. meeting room, virtual hosting, audio-visual equipment, etc.) meeting materials, and other expenses associated with facilitating the meeting when in conjunction with an Association event.