



## **ASSOCIATION OF MODIFIED ASPHALT PRODUCERS EVENTS COMMITTEE CHARTER**

The Events Committee Charter (this "Charter") sets forth the purpose and membership requirements of the Events Committee (the "Committee") of the Association of Modified Asphalt Producers (the "Association") and establishes the authority and responsibilities delegated to it by the Association and its Governing Body.

### **Authority and Statement of Purpose**

The role of the Committee is to plan, organize, and help execute the annual conference for AMAP. This primary purpose requires the committee to develop the theme and overall conference plan to ensure that the event is efficiently executed, serve the association's goals, and engage members and stakeholders effectively.

Items that should be part of the consideration of the AMAP Events Committee include but are not limited to the following:

- Oversee event logistics and coordination.
- Advise on the budget for the event.
- Organize events that provide networking opportunities for members.
- Encourage member participation and feedback for future events.
- Coordinate functions at the event to attract new members or partners.
- Showcase the association's achievements, values, and goals.
- Build connections with the local industry stakeholders.
- Attract sponsorships and generate new ideas to fund the event.
- Plan the award/milestone ceremonies or recognition events for members and/or contributors.
- Collaborate with external organizations, speakers, or sponsors to enhance the quality and reach of events.
- Organize, select and plan speakers for the annual event.
- Strengthen the association's relationships with the broader community or industry.

### **Committee Type and Area of the Program**

This is a standing committee of the Association and under the guidance of the Association's Executive Committee and Board of Directors. The Association's Board of Directors and Executive Committee oversees and provides direction regarding the actions and priorities of this Committee. The Committee is established by the Board of Directors and operates at the direction of the Association's Governing Body. The Committee shall conduct meetings in accordance with the established meetings and anti-trust policy statements.

### **Membership**

The members of the Committee shall be volunteer employees from the members of the Association. A staff liaison shall assist in the administrative duties. The Committee Chair and Vice-Chair shall be volunteer members of the Association appointed by the President based on ability to coordinate across organizations and communication of technical needs and

understanding of the Association's position on different topics. The Vice-Chair will be the acting Chair in the absence of the Chair at any event or meeting.

The Committee Chair may request to remove any member from the Committee at any time. The removal will be approved or disapproved by the Association's Executive Committee and/or Board of Directors.

#### **Meetings**

The Committee shall meet four (4) times a year at a minimum. All Committee members will be notified no less than 14 days prior to the meeting date. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. A quorum (50% attendance) will be required for all voting matters and may be done electronically (i.e. email, poll, etc.) if the attendance at the meeting does not allow it.

#### **Performance Evaluation**

The Committee Chair, in conjunction with the Executive Committee Liaison, shall conduct an annual evaluation of the Committee's performance. The Committee shall review and reassess this Charter periodically and recommend to the Association's Governing Body any improvements to this Charter that it considers necessary or appropriate. The Association's Governing Body will approve the Council Charter and any subsequent changes.

Approved by (Committee Chair):

Signature: \_\_\_\_\_

Name: James Wurst

Title: Vice President

Date: 6/2/2025

Approved by (Executive Committee Liaison)

Signature: \_\_\_\_\_

Name: Kevin P. Blumley

Title: Past President

Date: 6/2/2025