

## **STMA Standard Operating Procedure (SOP)** **Governance – Committees**

### **I. Committee Purpose & Definition.**

STMA shall have 20 Standing Committees (SC)/Subcommittees (S) to provide member perspective and insight to the association’s management, and to assist with the development and execution of the association’s services and programs, as appropriate. Task groups and non-standing subcommittees may be created as needed to address specific, timely issues.

Standing Committees (SC)/Subcommittees (S)

**Awards (SC)**      **Goal:** To judge the association’s awards program applicants selecting the Field of the Year winners and the Minor League Baseball Sports Turf Manager of the Year; to develop strategies to enhance the awards program.

**Bylaws (SC)**      **Goal:** To develop association bylaws that are fair and enforceable, and clearly define the expectations for membership, governance processes and board of director’s service.

**Certification (SC)**      **Goal:** To develop strategies to grow the number of certified members; to consistently monitor the program and recommend enhancements to ensure that the program is the top achievement for sports turf managers.

### **Chapter**

**Relations (SC)**      **Goal:** To create a chapter structure that is beneficial locally and nationally; to financially assist chapters with their administrative, operations and educational efforts; to facilitate the sharing of best practices.

**Conference (SC)**      **Goal:** To oversee the development of all content, sessions, workshops and off-site (SC) venues and its corresponding budget; to develop and implement strategies to make the conference a “must attend” event for members and nonmembers.

### **Conference**

**Education (S)**      **Goal:** To determine the content, topics, presentation formats, speakers and moderators for the conference; to recommend ways to leverage conference education.

### **Conference**

**Exhibition (S)**      **Goal:** To recommend strategies that will drive attendance to the exhibition and will add value to exhibitors.

**Conference**

**Tours (S)** **Goal:** To organize the appropriate off site tours venues, presenters and formats.

**Editorial (SC)** **Goal:** To insure that the STMA magazine contains information relevant to the sports turf manager; to provide ideas and contacts for articles for publication; to provide aesthetic and other recommendations on functionality and readability.

**Ethics (SC)**  
ethics **Goal:** To provide a fair and unbiased council to investigate claims of violations, determine if the claim has merit, and shepherd the appeals process.

**Finance**

**and Audit (SC)** **Goal:** To provide oversight of the STMA’s financial resources by reporting information to the Board of Directors. The Finance & Audit Committee shall be responsible for reviewing and recommending to the Board of Directors for approval: 1) annual budget; 2) financial policies; 3) investment policies and guidelines; 4) the annual audit.

**Historical (SC)** **Goal:** To acquire, document, and display the history of the association and the sports turf management profession.

**Information**

**Outreach (SC)** **Goal:** To develop educational and informational opportunities for members that enhances their personal and professional development.

**Membership (SC)** **Goal:** To develop initiatives to drive membership growth and retention; to recommend programs that add value for each member.

**Membership Survey (S)** **Goal:** To determine the membership data needed by the association, facilitate the acquisition of the data, and evaluate and disseminate the results.

**Nominations (SC)** **Goal:** To provide to the membership a qualified slate of officers and directors for the annual STMA Board of Directors election in accordance with the STMA Bylaws.

**Past Presidents’ Advisory Council (SC)**

**Goal:** To offer advice and insight on association strategic direction.

**Scholarship (S)** **Goal:** To judge the association’s scholarship program applicants; to develop strategies to enhance the scholarship program.

**Technical**

**Standards (S)**      **Goal:** To develop a membership network to answer technical questions; to work with the American Society for Testing & Materials on sports facility standards and recommendations.

**Website (SC)**      **Goal:** To oversee the STMA website, make recommendations for content, readability and functionality; investigate new technologies to serve members

## **II. Committee Size**

Generally, each committee shall have 6 to 12 members.

## **III. Membership Notification**

The STMA membership shall be notified annually in November of the opportunity to volunteer for committee service.

## **IV. Committee Leadership**

An STMA board member shall be represented on each committee, usually as Chair unless specified by Bylaws or other circumstance.

Each Committee Chair will be appointed to a one-year term by the STMA incoming President at the Winter Board Meeting. The President may choose to appoint co-chairs, as appropriate.

Committee Chairs shall propose a list of desired committee members to the STMA President by Feb. 15.

## **V. Committee Member Selection**

The Executive Committee shall designate each committee's members by the Spring Board meeting.

## **VI. Length of Committee Service**

Committee member appointments shall be for the duration of one year, March through February, with a three-year maximum length of service on the same committee, unless specified in the Bylaw or by position.

Generally, committee members shall not serve on more than two committees simultaneously.

## **VII. Committee Chair Responsibilities**

Committee Chairs may develop task groups or subcommittees as appropriate to advance the work of the association. These subcommittees are ad hoc and shall not be designated

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as a standing committee, unless approved by the Board of Directors. Generally, these ad hoc committees shall follow this SOP for committee service.

Committee Chairs shall annually develop its committee charges, call all meetings, develop agendas, and prepare budgets as needed.

### **VIII. Committee Meeting Schedule**

Committees shall generally meet via conference call, web and email as frequently as needed to execute committee charges. In person meetings may be called as needed per the annual budget.