



COMMITTEE MEMBER PARTICIPATION GUIDELINES

- All committee volunteers, service providers and CFESA staff must comply with the CFESA Guidelines for Anti-Trust Compliance.
- Committee participation is open to Active, Associate and Affiliate members. Associate and Affiliate members cannot serve as committee chairs.
- Committee volunteers commit to a two-year term of service.
- Committee volunteers are responsible for all individual expenses related to committee meetings/activities.
- A CFESA staff-team member manages committee activities and must be present at all official committee functions, including meetings and conference calls.
- All committee communications, including meeting schedules, agendas, announcements and minutes are the responsibility of CFESA headquarters.
- CFESA staff is responsible for managing all committee finances, including project/budget estimates, approvals, management and reporting to the appropriate CFESA channel, i.e., officers, board, etc.
- Committee volunteers forfeit committee participation for having two consecutive unexcused absences from committee functions (meetings, conference calls, etc.) or if the company they represent fails to maintain membership.
- Committee chairs serve two-year terms at the discretion of the CFESA president.