

West Virginia Bankers Association

Committee Guide

The success of the Association depends to a large extent on the active input and participation of volunteer members who serve on committees. A committee's contributions can have a direct impact on the decisions made by the Association as well as helping to establish its strategic plan. Each member's expertise, whether a skill or knowledge, contributes to the committee's success.

Thank you for getting involved in committee work and for all you do for your Association!

Committees are assigned an Association staff member to provide committee support. The staff liaison will provide notification of committee meetings, distribute meeting materials, attend meetings, assist in managing the meeting, and prepare minutes.

The Association's Chairman of the Board is invited to attend all committee meetings as an ex-officio member. The Chairman will have the right to vote during such committee meetings in the event the deliberations of the committee members results in a tie vote.

Committees

Audit Committee

Responsible for oversight of the Association's financial reporting process, annual review of the Association's expenditures, selection of an independent auditor, and receipt of audit results.

Disaster Preparedness Task Force

Serves as a resource for member banks by providing helpful tools and information to their business continuity/disaster preparedness personnel, which may be useful in preparing for disaster events that could impact lives, property and the environment caused by natural and manmade hazards.

Education Committee

Recommends strategies for the development, marketing and implementation of educational offerings, and serves in an advisory role to the Association's Director of Education on timely and important banking topics, while examining the quality of all educational programs offered and marketed by the Association to ensure that the professional development needs of all West Virginia bankers are met.

Lending Leadership Committee

Identifies important issues and trends affective lending personnel and communicates these matters in order to enhance lending opportunities and professional development to the Association's members.

WV BankPac Committee

Governs the Association's non-partisan Political Action Committee, to enhance the value of Association membership by providing financial support to state and federal elected officials whose views and positions on banking issues are compatible with the interests of the banking industry.

Pension and Benefits Committee

Oversees the investment strategy and financial responsibilities of the Association's frozen defined-benefit pension plan and makes recommendations to the Board of Directors to reduce the Association's risk profile and financial burden. Also responsible for overseeing other employee benefits, including life, health, and other insurance products, as well as salary advancements and bonuses.

Duties of Committee Chairman

1. Facilitate meetings and assure the committee achieves its goals.
2. Contact the Association staff liaison to set a meeting schedule.
3. Work with the Association staff liaison to prepare for the next meeting and discuss agenda items.
4. Control staying the course of the agenda to ensure the meeting starts and stops on time.
5. Remain impartial and ensure all members have an opportunity to speak.
6. Assign tasks as necessary.
7. Receive motions; calls for seconds, discussion and vote if needed.
8. Summarize discussions/decisions coming out of the meeting and make a report to the Board of Directors, with recommendations if necessary, at the next regularly scheduled Board meeting.
9. Give the Association staff liaison input on future meetings and direction of the committee.
10. May appoint a member to serve as Vice Chairman.

Duties of Committee Members

1. Attend scheduled meetings.
2. Participate in discussions.
3. Carry out any committee assignment made by the committee chairman.
4. Identify possible legislative and/or regulatory issues.
5. Provide input on education and training needs.
6. Consider the products and services offered by the Association's associate members, particularly its endorsed partners.
7. Share market information and experiences to help the committee make informed decisions.
8. If unable to fulfill the one-year service commitment, notify the committee liaison and chairman.

Operational Guidelines

1. The incoming Chairman of the Board of Directors appoints all committee chairman and members.
2. Committee members serve a one year term, but may be reappointed at the discretion of the Chairman.
3. Committee meetings are typically four times a year in the Association's office in Charleston, West Virginia. If the meeting continues through lunch, lunch is provided by the Association.
4. If necessary, committee members may participate in a committee meeting by conference call.
5. The Association does not reimburse expenses incurred by committee members for attending committee meetings.