

Committees (other than Temporary Committees or Task Forces)

TRSA Bylaws

ARTICLE VIII—COMMITTEES

Section 1

Appointment of Committees— All Committee Chairs shall be appointed by the TRSA Chair except the Executive Committee and the Nominating Committee.

Policies

All Committee Chairs are appointed by TRSA Chair and approved by the Board for a two year term. Committee Chairs appoint their respective Committees which are reviewed and approved by the Board of Directors.

Board Liaison

1. Appointed by the TRSA Chair
 - a. Purpose
 - i. Provide input and strategic direction to Committee Chairs and Committees
 - ii. Communicates with designated Committee regarding TRSA strategic objectives
 - iii. Advises and serves as a resource to Chair and Committees
 - iv. Remains abreast of assigned Committee activities and acts as Committee Liaison reporting to the Board of Directors and corresponds with Committee Chair in advance of Board of Directors meeting to assure timely submission of reports.
 - v. May attend assigned Committee meetings and acts as non-voting, ex-officio member of Committee.
 - vi. Discusses proposed Committee budgets including budget requests and appropriations based on specific objectives and results.

Function of Committees

The TRSA Committees operate under the direction and discretion of the TRSA Chair to provide subject matter expertise and guidance to the TRSA Board of Directors, Chair and staff including:

- Proposed projects, initiatives and research that add value and serve the interests of TRSA members and the textile services industry including project objectives, value/benefits, timing, cost and expectations
- Designated representatives to:
 - o Serve on *Textile Rental* magazine Editorial Advisory Board
 - o Provide educational/training content development
 - o Review of new and existing materials
 - o Identify topics and speakers or authors for webinars, blogs, conferences and other events
 - o Maintain web site contents including roster, mission, objectives, etc.

Committee Meetings

TRSA Committees meet a minimum of twice per year 1) Once during the March Leadership/Legislative Conference in Washington and 2) Second meeting or teleconference as coordinated by the Committee Chair. An “official” Committee meeting or teleconference must have a simple majority present. In addition, Committees are encouraged to conduct additional meetings or teleconferences based on projects and/or Task Force assignments, as well as to address specific issues.

Committee members who fail to attend at least one meeting or teleconference per year and/or are considered “inactive” by the Committee Chair and may be removed at their discretion. If a member is absent for two consecutive meetings, they will be dropped.

A TRSA staff member will be assigned to each committee by the President to assist in facilitation of agenda development, proposals and initiatives. Their participation at the meeting or teleconference will be at the discretion of the TRSA President based on available resources.

Prior to any Committee meeting, the Board Liaison and staff must receive a preliminary agenda, Committee roster and room requirements

Committee Criteria/Responsibilities

1. Created/dissolved by the Board
 - b. Purpose
 - i. Focus on core issues and areas of expertise
 - ii. Monitor and report on emerging issues impacting textile services in their specific areas of expertise as defined by their respective missions.
 - iii. Contribute to the association’s education and training programs, if applicable
 - iv. Develop objectives and initiatives that support TRSA’s strategic objectives
 - v. Composition/Membership
 1. Committees Officers
 - a. Chair appointed by the TRSA Chair
 - b. Appointed by Committee Chair
 - i. Vice Chair
 - ii. Secretary-record minutes and file reports
 - iii. Editorial Board (*Textile Services*) representative
 - iv. Education – identify topics and speakers for TRSA conferences and events and review existing and proposed materials
 - v. Task Force Leaders- project specific assignments
 2. Members with expertise and/or interest in a specific discipline or issue that fairly represent the composition of the TRSA membership
 3. Generally expected to have between 9 – 15 members
 - vi. Governance/Administration
 1. Must develop, annually revise and submit to TRSA Chair by March 30th of each year Committee
 - a. Mission
 - b. Objectives
 - c. Initiatives and Results
 - d. Budget requests (Budget requests for subsequent year are due by June 30 of each year)
 2. Create a business plan that supports TRSA strategic objectives
 3. Liaison with designated staff coordinator or with the President
 - c. All Committee Chairs and Members will be expected to fulfill the following criteria and responsibilities:
 - i. Must actively support TRSA’s mission, vision and strategic objectives and participate in the leadership of TRSA.
 - ii. Must be willing to commit time and resources actively participate in the discussion of issues related to the Committee such the development of objectives, initiatives and proposed budgets and support TRSA’s activities.
 - iii. Proactively communicate with Committee members to schedule meetings and coordinate with appointed Staff representatives for meetings.

2. **Committee Confidentiality Policy** - Under TRSA's Bylaws, Committees are established and delegated duties and responsibilities by the Chair and Board of Directors to assist the Board, staff and the Association in advancing TRSA's mission. For a Committee to function effectively and for participants to speak freely and openly, its discussions and deliberations of any sensitive information should remain confidential within the Committee with final decisions and updates reported.

3. Committee Chairs

- a. Only individuals who own or are employed by a textile service company (Operators) may serve as a Committee Chair (except the Associate Committee).
- b. Committee Chairs serve a two year term coinciding with the Chair's term of office. Task Forces will be identified and approved by the Chair and the Committee's Board of Directors Liaison. Chairs may be reappointed or a second two year term but cannot serve more than two consecutive terms.
- c. Adherence to Committee Budgets: Committees cannot commit TRSA to any expenses and are expected to spend no more than any approved project budget. Any change in the budget amount must be approved by the Board prior to the commitment of funds.
- d. Provide minutes, including participants, within 30 days of each meeting and provide quarterly Committee reports to Board Liaison.

4. Committee Membership and Term Of Service

- a. Committees are appointed by the Committee Chair and approved by the TRSA Board.
- b. Additionally, individuals with special skill, knowledge and interests that would enhance the Committee's ability to fulfill its objectives should be considered.
- c. The term of service for Committee members will be defined as two (2) years and individuals may serve consecutive terms on a Committee.
- d. Committee Composition - The number of members of any Committee, excluding the Chair(s), should not exceed 15 members. Committee members should be chosen carefully since their position on a Committee could be considered a pathway to future leadership positions. Ideally the composition of each Committee should reflect the composition of the general membership with a minimum comprised of 60% Active members (Operators). All Committee participants, including Chair, Committee members and any individuals assigned to Task Forces must be TRSA members in "good standing."

5. Installation of Committee Chairs and Committee Members

- a. The date of the annual installation of Committee Chairs shall be no more than thirty (30) days from September 15 of even number calendar years to coincide with TRSA's Chair term. The TRSA Chair will submit the appointments for Committee Chairs to the TRSA Board of Directors for approval during the TRSA Annual Meeting.
- b. TRSA Committee Chairs will submit their Committee rosters to the TRSA Chair by December 31st of the even calendar year for review and approval by the TRSA Board of Directors.