



UEDA MEMBERSHIP COMMITTEE CHARTER

Purpose of the Committee

The Membership Committee has the responsibility to provide guidance to UEDA leadership and Executive Director necessary to continue developing membership in UEDA and help define membership's values and benefits. This Committee is also charged with working to aid in increasing and maintaining UEDA membership.

Scope and Key Objectives

- Advise the UEDA Leadership and Executive Director on recommendations for membership solicitation activities and/or suggestions for programs for the recruitment and retention of members;
- Examine the reasons UEDA attracts and maintains members to assure that UEDA remains responsive to those issues;
- Continually add value to UEDA membership by identifying the exchange of ideas, networking, and communication among members;
- Evaluate and recommend revisions to the membership categories/criteria and the dues structure, as necessary after the annual review of the new categories adopted in May 2022 for 2023;
- Provide guidance on developing surveys and other research instruments that will help evaluate members' needs, interests, and opinions.
- Make recommendations to the Executive Director for various communication topics that will be distributed through social media and/or other communication outreach mechanisms for UEDA.

Organization and Governance

Meeting Schedule: The Membership Committee will conduct the business of the Committee through an ongoing schedule of quarterly Zoom calls organized by the Executive Director and/or other electronic communications, or otherwise as scheduled between the Committee leaders and the Executive Director

Committee Representation:

- Consists of members who are active members of UEDA;
- Will have a goal of at least one representative from a Future Leader (under 35);
- Committee leadership will consist of a Chair and Vice-Chair, both of whom will be committee representatives.
- There will not be more than one Committee member from a single organization with no more than 5 committee members, including the Chair and Vice-Chair.
- Committee members to serve a term of 2 years.

UEDA PROGRAM & EDUCATION COMMITTEE CHARTER

Purpose of the Committee

The Program and Education Committee has the responsibility to provide guidance and oversight to the Executive Director for the development of content for the various UEDA forums and offerings, including:

This committee should assist the Executive Director in finding topics, themes, and speakers for the events below, but not limited to:

- Spring Forum
- Fall Forum
- Webinars (if applicable)

The Committee will assist with identifying thought leaders in the industry to participate in the various educational offerings when/if identified.

Scope and Key Objectives

The Program and Education Committee will explore and develop content for programs and products in response to UEDA objectives and leadership objectives.

The committee will evaluate current educational programs for usefulness and recommend activities and initiatives in response to the needs of the UEDA leadership and membership.

Assess UEDA membership priorities for the development of educational offerings;

Evaluate and recommend revisions to the forum agendas, as necessary as a post forum activity.

Make recommendations to the Executive Director for various communication topics that will be distributed through social media and/or other communication outreach mechanisms for UEDA.

Organization and Governance

Meeting Schedule - The Program and Education Committee will conduct the business of the Committee through an ongoing schedule of quarterly zoom calls organized by the Executive Director and/or electronic communications, or otherwise as scheduled by the Executive Director.

Committee Representation:

- Consists of members who are active members of UEDA;
- Will have a goal of at least one representative from a Future Leader (under 35);
- Committee leadership will consist of a Chair and Vice-Chair, both of whom will be committee representatives.
- There will not be more than one Committee member from a single organization with a total of no more than 7 committee members, including the Chair and Vice-Chair.
- Committee members to serve a term of 2 years.

UEDA FINANCE AND SPONSORSHIP COMMITTEE CHARTER

Purpose of the Committee

The committee shall review a budget prepared by the UEDA Executive Director by the end of the 3rd quarter of any given calendar year. Once approved by the committee, the Executive Director will submit it to the Board of Directors for approval.

The budget shall include the association's estimated revenues and operating expenses for the ensuing fiscal (calendar) year, including but not limited to the income and expenses for two forums per calendar year, which have now been identified as a Spring and Fall Forum.

Upon approval of the board of directors' budget, copies of the same shall be furnished to the Officers of UEDA so that each may be informed.

- Advise the UEDA Leadership and Executive Director on recommendations for sponsorship solicitation activities and/or suggestions for programs for the recruitment and retention of sponsors and/or additional revenue;
- Examine the reasons UEDA attracts and maintains sponsors to assure that UEDA remains responsive to those issues;
- Continually add value to UEDA sponsorships by identifying the exchange of ideas, networking, and communication among members;
- Evaluate and recommend revisions to the sponsorship categories and benefits as necessary after an annual review of the new categories adopted in May 2022 for 2023;

- Provide guidance on developing surveys and other research instruments that will help evaluate members' needs, interests, and opinions of current and potential sponsorships.
- Make recommendations to the Executive Director for various communication topics that will be distributed through social media and/or other communication outreach mechanisms for UEDA.

Organization and Governance

Meeting Schedule: The Finance and Sponsorship Committee will conduct the business of the Committee through an ongoing schedule of quarterly Zoom calls organized by the Executive Director and/or other electronic communications, or otherwise as scheduled between the Committee leaders and the Executive Director

Committee Representation:

- Consists of members who are active members of UEDA;
- Will have a goal of at least one representative from a Future Leader (under 35);
- Committee leadership will consist of a Chair and Vice-Chair, both of whom will be committee representatives; however, the Association Treasurer will be the committee's chair and act as the official liaison to the committee.
- There will not be more than one Committee member from a single organization with a total of no more than 5 committee members, including the Chair and Vice-Chair.
- Committee members to serve a term of 2 years.

UEDA STRATEGIC PLANNING COMMITTEE CHARTER

The Strategic Planning Committee is responsible for determining the UEDA's path to accomplish its goals and evaluating funding, the overall mission, and results.

The Strategic Planning Committee shall study and review issues and needs as designated or requested by the Board of Directors. The Strategic Planning Committee shall function in an advisory capacity only and shall report its findings and recommendations to the Board of Directors for further consideration and action.

Organization and Governance

Meeting Schedule: The Strategic Committee will conduct the business of the Committee through an ongoing schedule of quarterly Zoom calls organized by the Executive Director and/or other electronic communications, or otherwise as scheduled between the Committee leaders and the Executive Director.

Committee Representation:

- Consists of members who are active members of UEDA;
- Will have a goal of at least one representative from a Future Leader (under 35);
- Committee leadership will consist of a Chair and Vice-Chair, both of whom will be committee representatives; however, the Association President will be the Chair and the Past President will be the Vice-Chair of the committee and will act as the officer liaisons to the committee.
- There will not be more than one Committee member from a single organization with a total of no more than 5 committee members, including the Chair and Vice-Chair.
- Committee members to serve a term of 2 years.
- Make recommendations to the Executive Director for various communication topics that will be distributed through social media and/or other communication outreach mechanisms for UEDA.

NOTE: All committees will work in conjunction with the Executive Director and Association Management team to strive for uniformity and coordination of all committees to be in unison for the betterment and growth of the association. The Executive Director and association management team are responsible for executing the directives when approved by the UEDA Board of Directors.