

V. STANDING COMMITTEES OF THE EXECUTIVE DIRECTOR

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code for Student Initiatives Committee

I. Name

The name of this Standing Committee shall be the Student Initiatives Committee of the North American Society for Sport Management (NASSM).

II. Purpose

- A. It shall be the purpose of the Student Initiatives Committee to:
1. Represent the interests and needs of the NASSM student population.
 2. Coordinate and implement activities and functions at the annual conference specifically geared towards creating a better conference experience and opportunities for professional growth and development for the NASSM student population.
 3. Introduce initiatives to increase student interaction and activity throughout the year.

III. Organization

- A. The Student Initiatives Committee shall be a standing Committee of the Executive Director.
- B. The Student Initiatives Committee shall consist of a current Governing Board Officer liaison, the Student Representative (who will be elected by the student members), and three (3) students also elected by the student membership.
- C. The elected Student Representative shall serve as Chair of the Committee.
- D. The Governing Board Officer liaison will not have voting rights.

IV. Conduct of Business

- A. Meetings
1. Business shall be conducted by mail, phone, e-mail, video conference, or in person (at the annual conference).
 2. A record of all considerations shall be maintained by the Chair.
- B. Duties
1. The Student Initiatives Committee shall assist the Student Representative in organizing and conducting student meetings and other initiatives at the NASSM conference.
 2. The Student Initiatives Committee shall facilitate and assist with various student initiatives and/or projects.

V. Annual Report

- A. The Chair should prepare and submit a report to the Executive Director twice a year.
- B. The Chair shall respond to report-related questions from the membership at the AGM.

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code for Conference Committee

I. Name

The name of this Standing Committee shall be the Conference Committee of the North American Society for Sport Management (NASSM).

II. Purposes and Responsibilities

- A. It shall be the purpose of the Conference Committee to provide leadership in NASSM conference planning and administration, and to aid the Executive Director.
- B. Specific responsibilities include:
 1. Report the activities of the Conference Committee directly to the Executive Director.
 2. Assist the Executive Director in developing and revising as necessary NASSM Conference bid guidelines and hosting procedures that will enable the organization to host conferences.
 3. Assist the Executive Director in reviewing conference bids and making recommendations regarding future conference sites.
 4. Assist the Conference Event Chair in hosting the conference, including:
 - a. Help developing overall conference sponsorship plans.
 - b. Help identifying and vetting/providing final approval of all conference sponsors and exhibitors.
 - c. Help successfully fulfilling all obligations to these partners.
 - d. Aid with planning and successful execution of conference social events such as receptions and banquets.
 - e. Aid in securing and managing volunteers necessary for a successful conference.
 - f. Aid with promotion and management of conference registration in cooperation with the NASSM Executive Director and Web Administrator.
 - g. Address conference-related problems and issues and make recommendations regarding conference policies to the Governing Board as appropriate.

III. Organization

- A. The Conference Committee shall be a Standing Committee of the Executive Director.
- B. The Conference Committee shall consist of a student member, and five (5) professional members for a total of six (6) members.
- C. A Governing Board officer will serve as ex-officio, non-voting member of the committee to support communication between the committee and the Governing Board.
- D. Except the student member, each professional member shall serve a two-year term, or until a successor has been named and/or unless they are appointed Chair after their first year. Chairs are elected by the Committee and serve a two-year term in that position.
- E. The Executive Director will serve as a resource to the Conference Committee.
- F. Terms shall be staggered such that one-third of the professional membership retires each year.

IV. Conduct of Business

- A. Meetings/discussions may be conducted by phone, e-mail, video conference, or in person (at the annual conference).
- B. A record of all considerations by the Conference Committee shall be maintained by the Conference Event Chair.

V. Annual Report

- A. The Chair shall prepare and present a report to Executive Director twice a year.
- B. The Chair shall respond to report-related questions from the membership at the AGM.

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code for the Marketing and Communications Committee

I. Name

The name of this Standing Committee shall be the Marketing & Communications Committee (MCC) of the North American Society for Sport Management (NASSM).

II. Purpose and Responsibilities

- A. The purpose of the MCC shall be to distribute relevant NASSM information and generate recognition for the Society and its members before the public.
- B. The MCC is responsible for:
 1. Composing, publishing, and distributing emails, as needed, to keep the membership apprised of ongoing activities and events related to the Society.
 2. Gathering ideas from members and creating content for/managing the NASSM blog and social media content as another means to engage the membership.
 3. Providing ongoing input regarding new website content to the Web Administrator.
 4. Managing the social media accounts associated with NASSM (Facebook, Instagram, LinkedIn, Twitter).
 5. Monitoring conversation on NASSM Google Groups, per forum guidelines.

III. Organization

- A. The MCC shall be a standing Committee Executive Director.
- B. The MCC shall consist of professional members and one (1) student member, with a total number of members that represents the needs of the committee.
- C. Except the student member, who will serve a one-year term, each professional member shall serve a two-year term, or until a successor has been named. Terms shall be staggered such that no more than three (3) NASSM members retire every year.
- D. A Governing Board officer will serve as ex-officio, non-voting member of the committee to support communication between the committee and the Governing Board.
- E. To replace the professional members, the current MCC shall solicit nominations from the membership of the organization.
- F. The MCC shall then review, discuss, and select the candidates at its meeting at the annual conference. The student member shall be identified and recommended annually by the student board.
- G. The Chair of the MCC shall be elected from the Committee members on a two-year renewable term.

IV. Conduct of Business

- A. Meetings
 1. Meetings/discussions may be conducted by e-mail, video conference, or in-person (during the annual conference).
 2. A record of all considerations by the Committee shall be maintained by the Chair.

V. Annual Report

- A. The Chair should prepare a report to the Executive Director twice a year.
- B. The Chair shall respond to report-related questions from the membership at the AGM.

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code for the Sustainability Committee

I. Name

The name of this Standing Committee shall be the Sustainability Committee of the North American Society for Sport Management (NASSM).

II. Purpose

The purpose of the Sustainability Committee is to develop initiatives and programming support NASSM in operating in an environmentally conscientious manner.

III. Organization

- A. The Sustainability Committee shall be a standing committee of the Executive Director.
- B. The Sustainability Committee shall consist of four members: three professional members and one student member. The Executive Director will serve as a resource to the Sustainability Committee.
- C. Except the student member, who will serve a one-year term, each professional member shall serve a two-year term, or until a successor has been named. Terms shall be staggered such that no more than three (3) NASSM members retire every year.
- D. A Governing Board officer will serve as ex-officio, non-voting member of the committee to support communication between the committee and the Governing Board.
- E. To replace the professional members, the current Committee shall solicit nominations from the membership of the organization.
- F. The Committee shall then review, discuss, and select the candidates at its meeting at the annual conference. The student member shall be identified and recommended annually by the student board.
- G. The Chair of the Committee shall be elected from the Committee members on a two-year renewable term.

IV. Conduct of Business

- A. Meetings
 1. The Sustainability Committee will report directly to the Executive Director.
 2. The Chair shall conduct meetings/discussions by email, video conference, or in-person (during the annual conference).
 3. The Chair shall maintain a record of all considerations by the Sustainability Committee.

V. Annual Report

- A. The Chair shall prepare and submit a report to the Executive Director twice a year.
- B. The Chair shall respond to report-related questions from the membership at the AGM.