



Committee Guidelines

Thank you for volunteering your time to serve community banking as a member of an ICBA committee, council or task force. To help ICBA achieve its many and varied goals, your duties include:

LOBBYING

- Lobby, write and/or visit your congressmen and senators when called upon by ICBA.
- Keep ICBA informed of your congressmen or senators' positions on community banking issues.

GRASSROOTS ADVOCACY LEADERSHIP

- Be available to assist in coordinating grassroots activities between ICBA and community banks in your state or district by working with your Federal Delegate Board member(s).
- Collaborate with ICBA grassroots advocacy staff to alert bankers to legislative actions via ICBA grassroots action alerts.
- When necessary, serve as a grasstop contact in your state or district (bankers with direct, specific, and meaningful ties to members of Congress).
- Respond to ICBA staff requests for information and feedback on advocacy issues.

BUILDING ICBA MEMBERSHIP

- Work directly with ICBA Member Relations Team to recruit new ICBA members by participating in recruitment campaigns and using every opportunity to talk with other bankers about the value of membership.
- Call non-renewing ICBA members during annual billing to encourage renewal.
- Recommend *de novo* banks for guest membership.

ICBA PAC SUPPORT

- Sign ICBA PAC Prior Approval form and thereafter support ICBA PAC—our national federal PAC for community bankers—by making a personal donation (committee members are encouraged to contribute—\$500** or more annually. Committee chairmen and vice chairmen are encouraged to contribute—\$1,000** or more annually.).
- Enroll your bank in the ICBA PAC Directors Club by soliciting personal contributions (minimum \$100 contribution) from each of your directors. Encourage key employees to also support ICBA PAC through payroll deduction contributions.
- Obtain signed ICBA PAC Prior Approval forms annually from three bankers in your state.
- Donate a corporate bank gift to the ICBA PAC Silent Auction at the annual convention and/or provide corporate sponsorship support.
- Volunteer to help with the ICBA PAC Silent Auction by selling tickets, hosting tables, etc.

MEETING/COMMUNITY PARTICIPATION

- Attend ICBA Capital Summit in the Spring and the Fall Leadership Meetings (committee member expenses reimbursed by ICBA).
- Attend your individual committee meetings at these events.
- Attend virtual committee meetings throughout the year.
- Attend the annual convention and promote the association by being as active as possible in meetings, seminars, and convention activities. Visit vendor booths to show your support.
- Support ICBA state/regional association partner.
- Join and participate in ICBA Community (community.icba.org).
- Recruit and encourage colleagues to join ICBA Community.

SERVICES UTILIZATION

- Promote and utilize ICBA Services Network products and services, and support ICBA preferred service providers, whenever possible.
- Attend and/or send employees to ICBA educational programs and the ICBA LIVE® annual convention.

**ICBA Committee, council and task force members agree to adhere to the duties and responsibilities as stated by the Committee Member guidelines above.*

*** This is only a suggested amount proposed each year by the ICBA Chairman. You are free to contribute more or less than the guidelines suggest. ICBA will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute. Federal law requires political committees to report the name, mailing address, occupation, and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year. ICBA PAC contributions are not deductible as charitable contributions for Federal income tax purposes. All contributions to ICBA PAC are voluntary. You may refuse to contribute without reprisal.*

04/2024