ICBA Committee Member 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 Congressman and Senators when called upon by ICBA
- Keep ICBA informed of your Congressman or Senators’ positions on community banking issues

**BUILDING ICBA MEMBERSHIP**
- Recruit two new ICBA members each year 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

**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 state/district director
- Collaborate with ICBA Director of Grassroots Advocacy to directly 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

**ICBPAC SUPPORT**
- Sign ICBPAC Prior Approval form and thereafter support ICBPAC—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 ICBPAC Directors Club by soliciting personal contributions (minimum of $100 contribution) from each of your directors. Encourage key employees to also support ICBPAC through payroll deduction contributions.
- Obtain signed ICBPAC Prior Approval forms annually from three bankers in your state
- Donate corporate bank gift to ICBPAC Auction at annual convention and/or provide corporate sponsorship support.
- Volunteer to help with ICBPAC Auction by selling tickets, hosting tables, etc.

**MEETING PARTICIPATION**
- Attend ICBA Capital Summit in the Spring and the Fall Leadership Meetings (Committee member expenses reimbursed by ICBA)
- Attend your individual committee meetings
- Attend annual convention and promote 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

**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 Community Bank University educational programs and the ICBA Community Banking 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. ICBPAC contributions are not deductible as charitable contributions for Federal income tax purposes. All contributions to ICBPAC are voluntary. You may refuse to contribute without reprisal. 11/2016*