

## ICBA Committee Membership FAQs

### **When does my committee term begin and end and how long is it for?**

ICBA committee terms is for one year and coincides with the installation of the new ICBA chairman at ICBA LIVE. The term is essentially mid-March to mid-March. Note that your term does not end on December 31. You will have at least one virtual meeting in the new year.

### **Should I assume that I will be reappointed to a committee once my term ends?**

No, you should not automatically assume that you are reappointed to an ICBA committee. You will be notified via email and by phone in late January/early February if you are not reappointed to a committee for the following year.

### **When will I learn if I've been reappointed to a committee for another year?**

If you have been reappointed to serve on a committee, you will receive your invitation via email in early February.

### **If I am asked to serve another term, will I automatically serve on the same committee?**

No, not automatically. The ICBA Bylaws require a six-year maximum on any one committee. You also may be rotated earlier than that to provide diversity of thought and experience on a different committee.

### **Who should I contact to learn about my current and future status on an ICBA committee?**

You can always contact Aaron Stetter, EVP of affiliate & volunteer relations, or Kianga Lee, VP of government relations & administrative operations, to assist you.

### **How often does my committee meet?**

Your committee will meet in-person twice a year at the Capital Summit and the Fall Leadership Meeting in October. Your committee will meet virtually at least twice, but likely more often throughout the year. The cadence of virtual meetings is determined by the committee chairman, vice chairman, and ICBA committee staff liaison.

### **What if I can't attend one of the in-person meetings at the Capital Summit or Fall Leadership Meeting?**

While meeting attendance is highly encouraged and may factor in you being reappointed to a committee for another term, it does not disqualify you from serving on a committee. Please notify your ICBA committee staff liaison as soon as you know you cannot attend a meeting.

### **If I can't attend one of the meetings, is it ok to ask one of my colleagues at the bank to attend in my place?**

No, while we are sorry that you will have to miss the meeting, committee participation and attendance is not transferable.

### **Are there committee meetings at ICBA LIVE?**

No, ICBA committees do not meet at ICBA LIVE. Committees only meet in person at the Capital Summit and Fall Leadership Meeting.

**Will there be an orientation if I am new to a committee? When will I be notified of my first committee meeting?**

Yes, there will be an ICBA governance orientation for all new members after ICBA LIVE but before your first committee meeting. Once the committee rosters are finalized, the ICBA staff committee liaison will reach out to you by phone and/or email to welcome you to the committee, discuss meeting cadence, and invite you to the first committee meeting.

**Does ICBA reimburse me for travel to the in-person meetings?**

Yes, you will be reimbursed for your hotel, food and travel expenses. The reimbursement expense policy is included in the meeting invitation and will be sent to you after the meeting as well. Please be sure to save your receipts.

**What can I do to prepare for ICBA committee service?**

- Make sure you're reading [NewsWatch Today](#), our daily online newsletter, to stay abreast of the issues.
- Familiarize yourself with the mission and purpose of the committee. You don't have to be an "expert" in the committee's jurisdiction; you just need to bring your unique perspective as a community banker to the committee meetings.
- Visit the ICBA [Board and Committee page](#) and the [Volunteer Leadership page](#) to better understand the value of serving on a committee and to access more resources.
- Place the virtual and in-person meetings on your calendar or accept the calendar invitation if the staff liaison sends one to the committee members. It's best to put the in-person meetings (Capital Summit and Fall Leadership Meeting) on your personal calendars as well. Please don't make travel arrangements until you receive the official meeting notice.
- Ensure ICBA emails are "whitelisted" with your IT department.
- Remember that your term is from mid-March to mid-March to coincide with ICBA LIVE and does not end on December 31.
- Actively participate in committee meetings to the best of your ability.
- Sign up to participate in [ICBA Community](#), our online discussion forum, and encourage your staff to register as well.