

Use the sample below to create a welcome letter to your committee members. You will need to update the areas in yellow so that they are specific to your committee. It is recommended to send as a discussion post with this letter attached to your committee's connected community to build their resource library and ensure they can easily access this information in the future.

July 1, 2020

Dear GSA Committee Member,

Thank you for volunteering for {insert committee name}. Your leadership is important and will help shape policies and programs aimed at {insert committee goals}. This letter will help you better understand the roles and responsibilities of the {insert committee name} and the general structure of all Committees.

We encourage you to visit the GSA website and specifically the [Leadership Resource Page](#). This will provide you with important orientation materials, leadership tutorials, communication training and travel forms. It also provide the [Conflict of Interest form](#) that you are required to submit. In addition, this [online video](#) may help in understanding committee's roles within GSA's overall governance structure. When your term begins on July 1, 2020 you will also have access to the social networking site for GSA committee members called '[Member Community](#)'. On this site, you will be able to access your committee members, share documents, and participate in discussions that are private to your committee. Since it is a membership specific site, you will need to be current in your GSA membership to access it. We invite you to view a [2 minute tutorial](#) on the Member Community (formerly the 'Connected Community').

GSA has a longstanding commitment to integrity, and Members at all levels must comply with [GSA's Code of Ethics & Professional Conduct](#). Additionally, all finalists for GSA honors, awards, leadership positions, and editorships must complete an ethics disclosure in order to be eligible for consideration.

#### COMMITTEE RESPONSIBILITIES

The {insert committee name} will be responsible for the following awards and programs:

{insert committee charge}

Attached to this letter are 1) the 2020-21 Committee Roster; 2) Summary of Charge; 3) Guidelines for GSA All Committees; and 4) recent Reports to Council. Please read through these documents.

#### COMMITTEE ROLES

The following is a description of responsibilities of the Committee roles, GSA Liaison, GSA Director Advisor, and Committee Invitee:

{insert committee roles}

##### *GSA Liaison (non-voting member)*

The GSA Liaison will be your main GSA contact person. The Liaison will support the Chair and members of the Committee to effectively work on the charge and ensure reporting to GSA Council. The Liaison may share relevant information and updates, assist to manage the committee budget, and provide logistical support for meetings.

##### *GSA Director Advisor (ex officio, non-voting member)*

Each Committee will have a GSA Director Advisor. The Advisor will ensure that important leadership and headquarter updates are communicated to the Committee Chair and the GSA Liaison in a timely fashion.

*GSA Invitee*

An Invitee is usually a GSA staff member or other GSA member who is provided access to the Committee for the purpose of assisting the Committee to complete a project or meeting.

I look forward to working with you.

Sincerely,

-- digi signature

{name}, GSA Liaison

Sincerely,

-- digi signature

{name}, GSA Director Advisor