

10 July 2023

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 [GSA Committees](#).

We encourage you to visit the GSA website, and specifically the [Leadership Resource Page](#). This page will provide you with important orientation materials, leadership tutorials, communication training, as well as travel forms. On this page, you will also find the [Conflict of Interest](#) form that you were required to submit. In addition, this [online video](#) may help in understanding committee's roles within GSA's overall governance structure. As you begin your term in July 2023, you will also have access to the social networking site for GSA committee members called Online Member Community. On this site, you will be able to access your committee members, share documents and participate in discussion 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 review the [help section](#) of the Online Member Community.

GSA has a longstanding commitment to integrity, and members at all levels must comply with [GSA's Code of Ethics & Professional Conduct](#). Given your leadership role, we also invite you to serve as a [RISE Liaison](#) to help keep GSA meetings safe, respectful, and inclusive. This involves watching a [15-minute training video](#), so you are prepared to take appropriate action if you see or learn about inappropriate conduct at a GSA event.

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 2023-2024 Committee Roster; 2) Summary of Charge; 3) Guidelines for GSA All Committees; 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 managing 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 complete a project or meeting.

Please let us know if you have any questions as we begin a new season. Thank you for your service to GSA. We look forward to working with you!

Sincerely,

{insert digital signature}
{name}, GSA Liaison

Sincerely,

{insert digital signature}
{name}, GSA Director Advisor