

PLMA Executive Committee Job Descriptions, V1
August 2020

- Review, Understand, and Comply with the duties and responsibilities of the Executive Committee as described in the PLMA By Laws, Article 6.
- Understand, comply with, and assist in enforcement of all PLMA Policies, paying special attention to the Executive Committee duties in the Fiscal Policy and Code of Conduct, which includes conflict of interest.
- Actively Support the delivery of a Strategic Objective or other working group and participate in Strategic Planning.
- Participate in monthly Executive Committee meetings to ensure quorum is met.
- Participate in Conference Planning and Presentation Evaluation.
- Review, Edit, and Discuss new or revised PLMA Policies. Be Present to vote to accept or reject policies.
- Provide feedback on materials and reports submitted by Executive Director for review.
- Two members of the Executive Committee are required to serve on the finance committee, as appointed by the PLMA Officers.
- During the Officer Election year, actively participate in recruiting and ensuring that PLMA has a viable set of candidates for each Officer position.
- Become involved in other PLMA activities as they arise.
- Proactively promote PLMA and especially its conferences and membership in PLMA.

PLMA General Policies are posted at www.peakload.org/policies.

PLMA By Laws and internal policies and are posted on the Board of Directors Group Home Page at <https://peakload.org/board-home-page> - you must be signed in to access these documents.

1 Document Revision History

Date	Version	Person	Change/ Modification Description
13 Aug 2018	V1	PLMA Secretary	Initial version of the executive committee job descriptions

2