

## **You are Needed!**

**PLEASE HELP TRIO MAKE YOUR VOICE HEARD:**

**JOIN A TRIO COMMITTEE!**

**(It's easy: you can work from home!)**

All TRIO committees meet by teleconference and all work is done by email, phone calls, teleconferencing, fax or mail. The teleconferencing capability is at no cost to committee members, it is paid for by TRIO National. To be a member of a TRIO Committee, you must be a member of TRIO National, either through a Chapter or as a TRIO Member-at-Large.

Written committee reports are submitted by the Committee Chair on a quarterly basis, as a report to the Quarterly Board of Directors Meeting, a report to *Lifelines* newsletter, or a report to be posted on TRIO's website.

On the following pages you will find a description of committees, as outlined in TRIO's ByLaws. For each committee, the Chair is listed, with an underlying link to that person's email address. Please feel free to contact any committee chair to express your interest or just to ask questions. When no committee chair is identified, please contact [J.T. Rhodes](#), President of TRIO's Board of Directors.

### **TRIO's Standing and AdHoc Committees are:**

- Finance and Budget**
- Communications**
  - Liaisons
  - Lifelines Newsletter
  - Media
  - Website
- Development (Fundraising)**
- Membership/Chapter Development**
  - Caregivers
  - Donor Family
  - Scholarship
- Nominating**
- Public Policy**
- Strategic Planning**
- Annual meeting**
- AdHoc**
  - ByLaws
  - Conference
  - Organ Donor Awareness
  - Procedures

### **TRIO's Committee Structure**

**The following material is taken from the TRIO ByLaws, Article XIII. Current chair and committee members are also shown, along with brief explanatory comments.**

**Section 1. Standing Committees**

A. The Standing Committees of TRIO shall be: Finance and Budget, Communications, Development, Membership/Chapter Development, Nominating, Public Policy, Strategic Planning and Annual Meeting.

B. All committee Chairpersons shall be appointed by the President. Each committee Chairperson shall appoint members to the committee in consultation with the President of TRIO.

C. Composition. Standing Committees may have members from the Board of Directors and members of TRIO.

D. Ex-Officio Committee Members:

1. The President of TRIO shall be an ex-officio member of all committees.

2. The Chairperson of each standing committee shall be an ex-officio member of all subcommittees within the respective committee.

E. The term for committee members shall be one year or until their successors are appointed. There is no limit on the number of terms a committee member may serve on the same committee.

**Section 2. Finance and Budget Committee:**

A. The committee shall evaluate TRIO's ability to manage fiscal and accounting functions, and work with the Development Committee to set adequate TRIO funding goals.

B. The committee shall prepare the TRIO proposed annual budget, in consultation with the Executive Director, to be presented to the Board of Directors.

**Chair:** [Jim Gleason](#), Treasurer

**Members:**

Linda Cheatham

Sylvia Leach

J.T. Rhodes

Elizabeth Rubin

(Members should understand the budgeting process and have some experience with formulating budgets. A knowledge of finance within the non-profit arena is helpful.)

**Section 3. Development Committee:**

A. The committee shall work with the Finance and Budget Committee to develop a financial plan for TRIO, working with the Executive Director and subject to the approval of the Board of Directors, and shall function as the fundraising arm of the Board of Directors.

B. The committee shall develop and execute a business plan for fundraising in consultation with the Strategic Planning Committee and Executive Director, subject to the approval of the Board of Directors.

**Chair:** \_\_\_\_\_ (Position Vacant) \_\_\_\_\_

**Members:**

**Section 4. Communications Committee:**

The Committee shall be responsible for overseeing TRIO publications and lead Board of Directors' efforts to enhance all types of TRIO communications.

**Chair:** [Elizabeth Rubin](#)

**Members:**

Sub-Committees:

Liaisons to other organizations:

American Diabetes Association (ADA) – Ron Taubman

American Heart Association (AHA) –

American Liver Foundation (ALF) – Elizabeth Rubin

After Transplant Reduce Incidence of

Skin Cancer (AT-RISC) – Elizabeth Rubin

Donate Life America (Coalition on Donation) – Jim Gleason

National Conference of Commissioners for

Uniform State Laws (NCC-USL) –

National Kidney Foundation (NKF) – Jim Gleason

Transplant Roundtable – Linda Cheatham

United Network for Organ Sharing (UNOS) –

Lifelines: Pat Beeman, Sylvia Leach (Editor),

J.T. Rhodes, Elizabeth Rubin

Media:

Website: Jim Gleason, Sylvia Leach, Harriet Weiss

***Section 5. Chapter/Membership Development Committee:***

A. The committee shall lead the Board of Directors' efforts in increasing membership by developing new Chapters and recommending Chapters for incorporation and chartering.

B. The committee shall promote education programs.

C. The committee shall work with the Chapter Council to help Chapters and to increase membership.

D. Sub-Committees shall include Scholarship and Donor Family.

**Chair:** [Alex Boyer](#) (President, Chapter Council)

**Members:**

[Jim Gleason](#) (Co-Chair: Current Chapters)

[Sylvia Leach](#) (Co-Chair: Developing/Support Groups)

Subcommittees:

Caregivers: Patricia Boyer

Donor Family:

Assist TRIO members in understanding the concerns of donor families; provide support to donor families; assist with donor awareness projects.

Scholarship: Elizabeth Rubin

Members should be available to participate in teleconferences and to evaluate applicants, based on pre-determined criteria.

**Section 6. Nominating Committee:**

A. Composition. The nominating committee shall be composed of five members to be selected as provided in Article IX, Section 1 of these bylaws.

B. In addition to the nominating duties of the committee described in Article IX, it shall:

1. Lead the Board of Directors in identifying the type of members needed for the TRIO Board of Directors.
2. Recruit and propose new Directors for election by the TRO membership or, in the case of vacancies, for appointment by the Board of Directors.
3. Nominate candidates for President, Vice-President, Treasurer, and Secretary for election by the Board of Directors at its first session.

**Chair:** [Jim Gleason](#)

**Members:**

Lorraine De Pasquale

J.T. Rhodes

**Section 7. Public Policy Committee:**

A. The committee shall keep the Board of Directors informed of legislation and policy, pending before the U.S. and state legislatures, regulatory bodies and international bodies, which is of interest to TRIO and they shall develop proposed responses or plans of action for the Board of Directors and Executive Committee to consider.

B. Time permitting, the committee shall use its best efforts to survey Chapters, before recommending public policy or legislative positions that may be controversial.

**Chair:** [Mike Sosna](#)

**Members:**

**Section 8. Strategic Planning Committee:**

The committee shall coordinate TRIO's strategic planning process, by developing TRIO's goals and objectives.

**Chair:** \_\_\_\_\_(Position Vacant) \_\_\_\_\_

**Members:**

**Section 9. Additional Duties and Committees.** The Board of Directors may assign additional duties to any standing committee and may appoint additional standing committees, as needed.

**Section 10. Ad Hoc Committees.** Ad Hoc committees may be created, as necessary, by the President.

**Bylaws:** \_\_\_\_\_(Position Vacant) \_\_\_\_\_

**Conference:** \_\_\_\_\_(Position Vacant) \_\_\_\_\_

**Organ Donor Awareness:** \_\_\_\_\_(Position Vacant) \_\_\_\_\_

**Procedures:** Jim Gleason

**NOTE:** "**Annual Meeting**" is also identified as a Standing Committee in Article XIII, Section 1, but not individually defined in the ByLaws.