

## **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 a TRIO Chapter [[link: http://www.trioweb.org/chapters/chapters.html](http://www.trioweb.org/chapters/chapters.html)] or a TRIO Member-at-Large. [[link: http://trioweb.org/membership/membership.html](http://trioweb.org/membership/membership.html)]

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 listing 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 [[link: mailto:jtrhodescpa@msn.com](mailto:jtrhodescpa@msn.com)], 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 member 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:** \_\_\_\_\_(Position Open)\_\_\_\_\_

**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: Ron Taubman**

**Members:**

Linda Cheatham  
Sylvia Leach  
Steven Levitin

**Section 4. Communications Committee.**

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

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

**Members:**

Ted Latour  
Steven Levitin  
Elizabeth Rubin

Sub-Committees:

Liaison to other organizations:

American Diabetic Association (ADA) – Ron Taubman  
American Heart Association (AHA) – Steven Levitin  
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) – Ted Latour  
National Kidney Foundation (NKF) – Jim Gleason  
Transplant Roundtable – Linda Cheatham  
United Network for Organ Sharing (UNOS) – Ted Latour

Lifelines: Pat Beeman, Harold Delhagen,  
Sylvia Leach, J.T. Rhodes, Elizabeth Rubin

Media: Susan Morgan, Ron Taubman

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:**

Lorraine DePasquale  
Virginia McLean

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: Steven Levitin**

**Members:**

Ann Coppedge  
Elizabeth Rubin  
Ron Taubman

**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: Ted Latour**

**Members:**

Gail Dawson  
Julie Fudoli  
Susan Morgan

**Section 8. Strategic Planning Committee.** The committee shall coordinate TRIO's strategic planning process, by developing TRIO's goals and objectives.

**Chair:** Ron Taubman

**Members:**

Susan Morgan

**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:** Ted Latour; Elizabeth Rubin

**Conference:**

**Organ Donor Awareness:**

**Procedures:**

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