



The University of Pittsburgh
Student Government Board

Allocations Manual

**for Certified Student
Organizations**

2011-2012

Student Organization Resource Center
Office of Student Life
Division of Student Affairs
University of Pittsburgh

Purpose and Use of the Student Activities Fee

Student Activity Fees

Student activity fees are collected from all University students and are administered by the Office of Student Life (Student Life).

Student Life provides programs and services for undergraduate students with activity fee revenue. The Pitt Program Council, WPTS-FM, Panther Prints Yearbook, TeleFact, the Student Organization Resource Center, the Student Volunteer Outreach and SGB operating expenses are funded by activity fees.

Student Affairs recognized student governance organizations and recognized undergraduate student governments receive annual activity fee funded budgets approved by SGB. These Student Affairs Affiliated Groups (SAAGs) follow: Resident Student Association; Inter fraternity Council National PanHellenic Conference, Pan Hellenic Association, Black Action Society, Asian Student Alliance, Engineering Student Cabinet and Nursing Student Association.

The Student Government Board (SGB) is recognized by the Vice Provost/ Dean of Students as the governing body for all non-CGS undergraduates. Student life provides SGB with an annual budget to support its programs and services and to provide financial support to eligible certified student organizations according to procedures and policies approved by Student Life.

Eligibility for Funding

All organizations must be certified by the Student Organization Resource Center (SORC) to officially operate on campus. Certification is a precondition to apply for activity fee funding and must be maintained to remain eligible to expend allocated funds. See www.sorc.pitt.edu for the certification guidelines.

Certified student organizations comprised of 75% non-CGS undergraduates, except recognized social fraternities and sororities, have the right to apply for SGB funding, but do not have a right to funding.

Limits of Certification

Certified student organizations are student associations and are not official components of the University. Certification does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Certification expressly permits certified student organizations to only operate on campus. Off campus activities of certified student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a certified student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses that are incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Funding of Certified Student Organizations

The goal of the SGB activity fee allocation system is to provide the undergraduate student body with a comprehensive array of relevant and desirable activities and programs by providing financial support for certified student organizations created and administered by elected student leaders. There are 365 certified undergraduate organizations in ten categories of activity: academic related, arts/literature, competitive sports, ethnic /cultural, honorary, political/advocacy, recreational, religious, service and student governance.

SGB Funding Philosophy

Funding of eligible undergraduate student organizations is a shared responsibility of the organizations, their members who primarily benefit from participation and the SGB. SGB does not have the financial resources to fully fund the activities of all eligible organizations that request funding.

To help put the shared funding responsibility concept into perspective organizations should realize that all undergraduate students pay the same activity fee and that each contributes to the total amount of funding available to SGB to fund recognized student governance organizations and all eligible certified organizations that apply for funding. Their members are likely members of other organizations and attend events sponsored by other certified organizations.

As a result, it is the expectation of SGB that eligible certified organizations it funds must contribute to the funding of their operation and programs. Funding requests are scrutinized to determine if the members and organization are contributing to the financial support of their funding requests.

The Student Organization Resource Center

The Role of the SORC Business Office

1. Establishes University accounts for certified student organizations to utilize allocated funds.
2. Receives, deposits and executes expenditures of private organization funds held in accounts.
3. Provides bookkeeping and reporting services for organizations.
4. Assists officers of student organizations with the execution of expenditures.
5. Approves and executes all business transactions according to University procedures and policy for all organizations.
6. Maintains working relationships with all University business offices to facilitate efficient and effective execution of all business and accounting functions and to resolve problems.
7. Reconciles all expenditures against University accounting level reports.
8. Provides training programs for student organization leaders.

Supplies, Copies, Fax and Mail Services

Funding for supplies for general operational needs and programs, copies, faxing and mailing are not part of the SGB allocations program. They are provided for eligible certified student organizations at the Student Resource Center (SORC), 823 WPU.

Student Life Approved Funding Policies for SGB

To meet its fiduciary responsibility for the administration of student activity fees, Student life has approved policies to guide the decision making of the SGB in approving allocations to eligible certified student organizations.

SGB **may not fund** the following for Certified Student Organizations:

1. Programs that duplicate or compete with the Pitt Program Council.
2. Donations for any kind.
3. Honoraria or any expenses related to the appearance of any candidate for public office.
4. Salaries, stipends, honoraria or any form of remuneration to advisors, coaches, officers or members.
5. Personal gifts.
6. The purchase of alcohol or tobacco products and any other scheduled substances.
7. Travel expenses for advisors or non-student members.
8. Social or recruiting events.
9. Funding of any request that requires travel outside of the continental United States.
10. First class air fare.
11. The sponsorship of conferences on comprised mainly of external participants.
12. Off -campus leadership retreats.
13. Alternative Spring Break Programming.
14. Expenses judged to be the responsibility of a school, college department or administrative unit sponsoring a recognized student organization.
15. Individual membership dues.
16. Expenses judged to be the responsibility of individual members of student organizations.
17. Expenses for supplies, copies, fax, mail services, etc. provided by the SORC office.
18. Any request previously denied within the same fiscal year.
19. Any previous expenditure that has been completed prior to the submission of the request (Deficit Spending)

Deficit Expenditures

Any expenditure or any commitment to expend funds without approved funding by the allocations committee or SGB are **prohibited** and are the sole responsibility of the organization. No supplemental request or budget modification request will be considered.

Food Funding Policies

SGB will under no circumstances provide funding for food for organizational meetings or recruitment purposes for non-SAAGs.

SGB may elect to fund for food for cultural or ethnic organizations, *only when* the food contributes to the programming by adding significant value to the cultural experience of the event. SGB may not fund cultural organizations for food in excess \$2.50 per Pitt Student attending the Open Programming Event.

SGB may elect to fund for food for SAAGs on the basis of the programming and involvement with significant portions of the Student Body.

Conference Funding Policy

Conference Request Definition: A request by a certified student organization to send members to represent the organization at a conference.

Funding Limit: No more than \$2,000 per fiscal year may be allocated to an organization for conference attendance. Do not request more than \$2,000.

Number of Representatives: No more than four members will be approved to represent the organization.

Documentation for the Conference: The organization's request must provide documentation of the purpose, content and program details of the conference, must demonstrate why the requested number of delegates is required and how attendance by the delegates will contribute to the improvement of the organization's operation, activities and programs.

Shared Funding Responsibility: All conference delegates derive personal benefit from attendance at the conference in addition to the benefits derived for the organization. Funding for conference attendance by SGB is considered a shared responsibility of the organization and its delegates. Organizations should not assume that the SGB will routinely approve \$2000 for a conference request.

Lodging Eligible Expenses: Only the approved room rate for the location of the conference for one room will be allocated for lodging. How the one room is used is determined by the delegates. Additional lodging expenses must be paid by the organization and/or the delegates.

Meals: All meals provided for delegates at the conference via the registration fee will be deducted from the approved per diem for each delegate.

Other Funding: Funds for registration and transportation may be approved.

Competitive Sport Club Funding

Certified competitive sport clubs are independent student organizations and are not an official part of the University. They are certified to operate on campus. They are not permitted to use any form of Pitt's name nor any seal, official logo or trademark. They do not represent Pitt nor compete in its behalf. All off campus activities are the responsibility of the organization, its officers and members.

SGB, however, is permitted to fund on and off campus activities of sports clubs including competition. SGB has established a **\$5,000 per year funding limit for expenses related to competition**. Sport clubs, however, do not automatically receive \$5,000 for competitive expenses. The SGB may, by exception, approve more than \$5,000.

The members of competitive sport clubs are expected to contribute to the support of the organization's program and their participation. Sport clubs are encouraged to help fund their program by fundraising.

Recreation Club Funding

The certified recreational clubs enhance the recreational opportunities offered by Pitt and are an important part of campus life. Pitt does not have the appropriate facilities to accommodate all of varied recreational activities offered by our certified clubs. Likewise, availability of athletic and recreational facilities on campus is not sufficient to meet demand. As a result recreational activities of many of our clubs are held off campus.

Since the members of these organizations are the sole benefactors of participation. SGB expects the members to contribute to the funding of the cost of their operation and programs. Likewise, the clubs are encouraged to help fund their programs by fundraising. SGB will consider funding of off campus recreational activities

Funding For All Other Categories of Certified Organizations

The philosophy of shared responsibility for funding applies to all eligible organizations. In order to make consistent decisions regarding funding for eligible organizations, SGB employs standard decision criteria to all program requests: purpose, need, value and impact, importance to the organization, timeliness, redundancy, viability, cost/benefit analysis, history and composition of attendance. While most of these criteria relate to the quality of the program, its importance to the organization and its cost effectiveness, the attendance criteria relates directly to the concept of shared responsibility for funding. The more the funding relates solely to the benefit of the organization, is limited to members or involves select members; the expectation of shared funding responsibility on the part of the benefiting members and the organization becomes apparent and will affect SGB's funding decision.

Student Life Policies for Certified Organizations

SORC Officer Certification

Business managers or officers administering the organization budget must attend a certification workshop offered by the Student Organization Resource Center (SORC). Certification is required to conduct organization business with the SORC.

Organization Private Funds

All certified student organizations that receiving activity fee funding may not have a private outside bank account for the organization. All organization funds must be held in the organization's University account administered by the Student Organization Resource Center. The private funds are kept separate from allocated funds in the account. Expenditures are made through standard University procedures and policies. They remain in the organization's account until expended.

Solicitation of Donations at SGB Funded Events

Organizations may add a philanthropic dimension to a program funded by SGB by soliciting donations at the event. All donations by attendees must be voluntary. Attendees **MUST** be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No

funding provided by SGB needs to be reimbursed. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost.

Admission Fees for SGB Funded Programs

No admission fees may be charged to generate funds for the organization sponsor or for donations for any purpose.

An admission fee may be approved for a program by SGB only if the organization is contributing its own funds to support the program. The revenue from admission fees will be used to reimburse the organization for the amount of funds expended directly by the organization. Any amount over the organization's contribution will be returned to the SGB distribution account. Funds provided by University sponsors, external organizations or individuals will not be reimbursed by admission revenue. The collection of admission fees at the door must be approved by the Wm. Pitt Union Reservations Office and must comply to policy.

SGB Procedural Guidelines for the Allocations Process

I. Fall & Spring Budgeting Process

General Information

Budgets for the upcoming school year are submitted in March. Budgets for the spring term are submitted in late October or early November. The submission and budget hearing schedules will be set by the Allocations Chair and announced well in advance.

Budget requests that do not meet submission requirements and deadlines will not be accepted.

Budget Submission Requirements. The responsibility for preparation of your budget according to the guidelines rests with each individual organization. Budgets that fail to meet the following conditions will **NOT** be accepted:

1. The budget must be typed, printed and signed on the forms provided and accompanied by proper documentation.
2. All forms and questions must be completed and answered in detail.
3. Budget requests must comply with approved policies.
4. An electronic copy of each request form in the budget **MUST** be sent to the Allocations e-mail account (sgb.allocations@gmail.com) prior to the deadline.
5. A hard copy of the Request Summary and each of the request forms (with appropriate documentation) **MUST** be submitted to the Allocations Committee prior to the deadline in 848 William Pitt Union.
6. Upon submission of the hard copy budget, a representative of the organization **MUST** then sign up for a time-slot for budget hearings at or before the time of submission, and attend this hearing.

Allocations Budget Hearings

A member of the Allocations Committee must sign off on the submission of the budget to ensure that sure the submission meets requirements, that all the forms have been completed correctly and that all information presented to justify the requests is accurate and sufficiently detailed. A representative of the organization will then register for a budget hearing with the Committee.

Allocations Budget Hearings (cont.)

The attendance of one authorized organization representative is required at the allocations hearing.

The committee reserves the right to act on the budget if a representative is not in attendance and sufficient information is provided in the request. However, the committee may also opt to withdraw the budget from consideration or act on the request at a later date. If the committee chooses to review the request at a later date, the Allocations Chair will then contact the representative submitting the request to consider the budget at a later date, when the hearing can be conducted. The Appeals Process may then proceed after a decision is rendered.

After the hearing, the Committee will deliberate in private consideration of the budget request. A copy of the budget decision will be available in the SGB office the week following your hearing. If you desire an explanation of the decision, you must make an appointment to meet with your Allocations liaison.

Budget Appeals Requirements. The procedural guidelines for conducting the SGB budget appeal hearings are as follows:

1. Organizations may file an appeal of the decision of the Allocations Committee with SGB in the Fall and the Spring, *only after* reviewing the budget decision of the Allocations Committee.
2. If an organization chooses to submit a budget appeal, an authorized organization leader **MUST**:
 - a. Submit a properly completed Budget Appeal Form attached to a copy of the original budget, with the Allocations Decision. This Appeal Form should include only the line items being appealed.
 - b. Sign up for a time-slot for appeals' hearings
 - c. Attend the appeal to speak on behalf of the budget

SGB Budget Appeals Hearings

Each appellant representing their respective organization will be asked to make a brief argument against the decision, focusing on specific budget requests that are being appealed. The Allocations Chair will present the rationale for the decision appealed by the group in private deliberations. The Student Government Board will ask questions if necessary and will render a decision without further argument from the group. The SGB, by majority vote of a quorum, will accept or revise the decisions of the Allocations Committee on a line-item basis.

If an authorized organization leader does not attend the appeal hearing, the Board may act on the recommendation of the Allocations Committee or they may choose to postpone the hearing until a later date.

Deferred Requests

The Allocations Committee may defer a request instead of denying the request. Requests are generally deferred due to budget constraints or incomplete information.

For Student Affairs Affiliated Groups, a deferral allows the group to submit a budget modification in an attempt to later move approved funding into the deferred event.

For all other groups, a deferral allows the request to be re-submitted at a later date as a supplemental.

There should be no expectation that deferral of a request in any way supports its later approval as a budget modification or supplemental request.

II. Supplemental Requests & Budget Modifications

All deferred requests from fall or spring budgets, submitted by non-Student Affairs Affiliated Groups (non-SAAGs) may be re-submitted as supplemental requests. SAAGs may submit budget modifications for deferred requests or may submit budget modifications into new programming.

All other organizations may also submit budget modifications, and this process will exactly follow the guidelines for submitting a supplemental request. With **ONE DIFFERENCE**:

- Groups are **required** to have both copies of the request signed by the SORC Business Manager to ensure that the money is available in their respective accounts prior to submission.

Supplemental requests or budget modifications must be submitted on the appropriate forms with the required documentation and information to the Allocations Committee by any **Wednesday at 5pm**. The deadline for weekly submission is set by the Allocation Chair and may be changed.

An authorized organization leader must attend the hearing of their request the following **Thursday at 8:30pm**. If a representative does not attend the hearing the request will be deferred to the next week's hearing. If no representative attends the second hearing the request will be withdrawn.

Supplemental Request and Budget Modification Requirements. The process for the submission and evaluation of these types of requests follows:

1. The organization must submit two, typed and signed copies of a supplemental request to the SGB office by the deadline set by the Allocations Chair.
2. A representative of the group must attend the next weekly meeting of the committee and explain the submitted request, where the Allocations Committee will ask questions as necessary. Attendance stipulations are as follows:
 - a. A student organization representative shall be required to attend the Allocations Committee meeting when the organization's allocations request is being reviewed.
 - b. If a student organization representative fails to attend the Allocations meeting, action on the request shall be postponed until the next week's hearing.
 - c. If a student organization representative fails to attend the second hearing, no action shall be taken on the request, and it shall be considered withdrawn.
 - d. The student organization may then resubmit the request to the Allocations Committee to be scheduled for a hearing by the committee.
 - e. When deemed necessary, the Allocations Committee may waive the attendance requirement and act on the request without the presence of an organization representative.
3. The Committee will then render a decision after private deliberations.
 - a. Requests \$500 or below are subject to the final decision of the Allocations Committee.
 - b. For requests over \$500, the decision of the Allocations Committee is merely a recommendation; a final decision must be made by the SGB.
 - c. Requests may be tabled for later discussion at the discretion of the Chair.
4. After deliberations, the appropriate Allocations liaison will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
5. If the request is for over \$500, at the next public meeting of the SGB (the following **Tuesday at 8:45pm**), the Allocations chair will present the recommendations of the Allocations Committee to the Board.
6. A representative of the group is required to attend this meeting to speak on behalf of the request. The organization is given the opportunity to state its case and respond to the Board's questions.

Requirments (cont.)

7. According to quorum requirements, SGB may approve Allocation's recommendation, deny Allocation's recommendation and approve the original request, revise the recommendation and approve a revised version, table the request for further consideration by the Board, or send the request back to Allocations for a second recommendation.
 - a. If the Board sends the request back for a second recommendation, the Allocations chair will present the second recommendation at the next public meeting
8. The Board's decision regarding the request is final and will then be implemented.

III. Other Procedural Items

Recouping Unspent Allocated Funds – The Clearing of Budgets

All unspent or uncommitted funds approved for use by December 31 are returned to the SGB distribution account. All unspent or uncommitted funds as of June 15 are returned to the SGB distribution account.

Summer Term Operations

Due to the unavailability of Allocations and SGB members during the summer term, the requirement to approve funding requests at public meetings of the Board has been suspended by the Office of Student Life for the summer term. Allocations recommendations and SGB decisions must be approved by the required number of affirmative votes by a quorum of members as defined by their by-laws. All funding decisions made by the SGB will be reviewed and approved by the Student Life Allocations Advisor.

Arbitration of Disputes Regarding SGB Funding Decisions

Funding decisions made by SGB must conform to procedures and policies approved by Student Life. Student organizations may file a request for arbitration with the SGB Allocations Advisor regarding decisions made by SGB that are alleged to be inconsistent with policy and/or procedures. The advisor will determine whether or not the request has merit and will be heard or not. If an arbitration meeting is held with representatives of the organization and SGB, the decision of the Advisor is final and no appeal will be accepted.

Important University Policies Affecting the Use of Allocated Funds

Vehicle Rental Policy for Student

Student organizations are eligible to use University-owned vehicles for business purposes.

The following criteria must be met to obtain approval for student use of University vehicles:

- Must have a valid Pitt ID Card.
- Must be enrolled at the University and/or be an active student.
- Must have a valid Driver's License.
- Must be 21 years of age and have had a valid driver's license for 2 years to drive a vehicle that seats 7 passengers or less.
- Must be 25 years of age and have had a valid driver's license for 4 years to drive a vehicle that seats 8 or more passengers.
- All drivers must complete a Department of Motor Vehicles (DMV) Request for Driver Information and be subsequently approved to drive at least once a year. Information obtained from the DMV, including actions and violations, will be reviewed and may be used to disqualify individuals from a University vehicle.
- Must complete the Authorization for Student Organization Use of a University Vehicle form available at the bottom of the page.

Vehicle Rental Policy for Students (cont.)

- Must provide a detailed itinerary that includes destination, estimated number of miles, and planned travel route with Authorization form. A Mapquest or GoogleMaps print out will suffice.
- For trips over 250 miles one way:
 - ❧ Two approved drivers are required.
 - ❧ Drivers must rotate every 3 hours.
 - ❧ No more than 10 hours of driving can be completed during any one day.
 - ❧ Driving between 11:00pm and 6:00am is prohibited.
 - ❧ The organization advisor or substitute advisor (faculty or staff member, graduate student assistant, or contracted coach) must accompany the organization on the trip. See the Advisor's Role Statement for additional information. All authorized advisors must complete an Advisor's Role Acceptance form prior to the trip. The individual authorizing the vehicle usage will be considered the responsible party. Exceptions to this requirement may be granted on a limited basis.

Students granted permission to use University vehicles must agree to the following rules and regulations:

- Use vehicles for official stated purpose only.
- Operate University vehicle in accordance with University rules and regulations.
- Observe all applicable traffic laws, ordinances and regulations.
- Use safe driving practices at all times.
- Use seat belts at all times.
- Driver assumes all responsibility for fines or traffic violations.
- No smoking in University vehicles.
- Do not permit unauthorized individuals to drive or ride in the vehicle.
- Ensure that all doors and windows are locked when vehicle is not in use.
- Inspect vehicle before leaving and after returning to the point of pick-up.
- Report any malfunctions to the University.
- Report any accidents to the University and the proper authorities.

Non-compliance with the above guidelines may result in disciplinary actions up to and including Judicial Board review and may also jeopardize future rental usage of University vehicles by the student organization.

Contracts

Important Notice Regarding Contracting Requirements for Student Organizations

Student Organizations may download contract templates and other related documents to assist them with event and program planning. Please review the downloadable Student Life Policy Statement for Contracts. Please note that the contract policy for ON CAMPUS and OFF CAMPUS activities varies.

The following documents are available for download:

- Event Checklist
- Student Life Policy Statement for Contracts – Effective August 2006
- Generic Release/Waiver Form
- IRS W-9 Form - Required for any Payee who has never been paid by the University

The following contract templates are available for download:

- Contract Cover Sheet – **Required for all contracts**
- Guest Speaker Contract: for lecturers being brought to campus.
- Live Performance Contract: for bands, deejays, and other live performances.
- Event Production: should be used for companies providing services other than entertainers (e.g., sound companies, lighting companies, equipment rentals, etc.)

Reminder: All contracts must be submitted to the SORC at least 10 business prior to the event. Failure to submit contracts by this date may result in the cancellation of your program/event.

Programming Resources

The following websites may be helpful to your organization as you plan your program/event:

- Office of Risk Management
- Parking, Transportation, and Services
- William Pitt Union – Reservations and Technical Services

If you need assistance, contact Gina Scozzaro at the SORC Business Office in 833 William Pitt Union, by phone at 412-648-7836, or by e-mail at gms18@pitt.edu.

Account Balances

Account Balances are now available through the new Student Organization Community. Only organization administrators have access to account information. To access the Student Organization Community, complete the following steps:

- Login to My Pitt (www.my.pitt.edu).
- Click on the My Resources tab.
- Click on the Student Life page.
- In the upper-right corner, select the SORC Community. You will automatically be redirected into the Community.
- Click on Student Organizations.
- Click on My Organizations.
- Select the group that you wish to view.
- Select the Budget tab in the dashboard.
- Select the View icon on the account you wish to view.
- Click on the Transaction tab in the dashboard to view individual transactions within the account.
- You may switch between accounts (if available) by selecting Back to List on the Budget Detail page.

Note: Any allocations that are listed as Pending in your account have been approved by your governance organization. All allocations and transactions become Approved once they are verified by the monthly account statements received from Payment Processing at the beginning of the following month.

The Role of the Allocations Committee

In addition to the role prescribed for the committee in the following allocations process described above, the committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved budget fall under the jurisdiction of the Allocations Committee.

The committee *may recall or freeze the funds of an organization for violations of policy or procedure.*

Duties of the Allocations Members

1. Contact assigned organizations to ensure participation in the allocations process.
2. Assist assigned organizations in preparation of their budget submissions.
3. Receive and sign annual budget request for assigned groups.
4. Represent the point of view of assigned organizations in allocations deliberations.
5. Maintain the file and contact sheet for assigned organizations.
6. Serve as a communications link with assigned organizations and interpret and enforce policies and procedures.
7. Inform assigned groups of the Allocations Committee's recommendations and decisions.

Duties of the Allocations Chair

1. Serve as a liaison to the Student Government Board, the Student Life Business Office, and the Office of Student Life via the Allocations advisor.
2. Recommend policies and procedures to the SGB.
3. Publicize the allocations process in *The Pitt News*.
4. Write and distribute allocations correspondence.
5. Prepare and chair business manager meetings.
6. Assign liaison responsibilities to committee members.
7. Attend SGB planning sessions.
8. Schedule and chair allocations interviews.
9. Review and approve the rationale for recommendations and coordinate the flow of information according to the prescribed guidelines.
10. Schedule and present allocation recommendations to the SGB.
11. Review budget requests with the allocations advisor prior to budget hearings.
12. Submit all approved budgets, modifications, and supplemental requests to the Student Life Business Office.
13. Coordinate the work of the SGB secretary in relation to the work of the Allocations Committee.
14. Supervise the selection of committee members and chairperson and train, direct and supervise the performance of the committee and its individual members.
15. Serve as a spokesperson for the committee.