

PSEA GOVERNMENT RELATIONS COMMITTEE

CHARGE AND SOP

Scope: The Government Relations Committee supports PSEA's advocacy goal and objectives by providing technical and practical counsel on legislative, regulatory and/or tax administration issues to the PSEA Board of Directors (Board). The committee's input is a critical component of both public and private positions the Society takes on matters of tax administration and tax policy, including but not limited to congressional testimony and regulatory comment.

Term: The committee's work commences on July 1 with installation of the new PSEA officers and directors and ends on June 30 of each year.

Members: Chair and no less than 2 members

Charges:

- Represent and advocate PSEA members' interests before Federal, state and local regulatory agencies.
- Provide technical and practical counsel on legislative, regulatory and tax administration issues.
- Inform the Board of emerging tax administration issues.
- Report periodically to the PSEA Board of Directors.
- Report all proposed committee recommendations to the PSEA Board for approval prior to implementation.
- Collaborate with any PSEA committees as appropriate to fulfill these charges.
- Refer to the Government Relations Committee SOP for more information on the process.

PSEA GOVERNMENT RELATIONS COMMITTEE SOP

Composition of the Government Relations Committee

The Government Relations Committee is generally comprised of members appointed by the PSEA President. The members should have demonstrated competence in a wide range of technical issues that can augment testimony and regulatory comment. Care should be given to ensure that members have a strong collective knowledge of a myriad of tax policy issues, government relations and testimony on regulations whether at the local, affiliate or national level. To maintain continuity in this important committee, two or more members may be carried over from the previous year's committee.

The PSEA Board of Directors (Board) continually seeks to identify members with strong leadership abilities. Participation in this committee is an excellent opportunity for the chair and PSEA members of the Board to evaluate members who demonstrate the requisite skills necessary to serve PSEA in the future in this or another capacity. Please keep this in mind and if a committee member exhibits extraordinary skills, please discuss with the PSEA President.

Duties of the Government Relations Committee

The Government Relations Committee is a standing committee. While issues on which its members may be called for input vary from year to year, its year-to-year work is broadly similar. The Committee supports the overall oversight of the PSEA government and regulatory initiatives and operates according to the specific charge given by the President for the current year.

Timeline

The committee's work commences at the start of the new PSEA governance year on July 1. This marks the effective start of the committee's charge, which generally ends when the next committee's charge is effective, approximately one year later.

Shortly after the start of the fiscal year, the committee should convene to discuss its overall charge and specific strategies to achieve the initiatives. Priority is generally given to unfinished projects from the previous year, but that may change depending upon PSEA's government relations environment and the President's specific charge.

The chair will schedule committee meetings as needed to accomplish its objectives for the fiscal year. The meeting schedule for the Committee's work should allow the Committee to meet its specific charges in a timely fashion and also be sensitive to the needs of its members. The chair should confirm that the meeting schedule is agreeable to the committee members and will modify it as appropriate. The committee should remain cognizant of any Board plans and intentions in its work. The chair will provide all members of the committee with a schedule of committee meetings and distribute agendas

for each meeting. Due to the immediacy of the issues that arise, much of the committee's work may be done by email or other electronic means.

The chair or a committee member may prepare a draft report of its recommendations for proposed action. Generally, the completed committee report will be distributed to the full committee for comments / revisions before distribution to the Board. The final committee report is then submitted to the Board for approval.

An invitation to the chair is extended when the chair's presence at the Board meeting is required by the President. If the President requests the chair attend a meeting, his / her travel expenses will be reimbursed according to the established reimbursement policies found within the PSEA Policy and Procedures Manual.