



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

Governance Committee Manual

(Approved 2022)

IMPORTANT – IAAO manuals are intended to provide information. The content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the IAAO bylaws and procedural rules, those IAAO governing documents shall prevail. It is the responsibility of the committee or task force to recommend updates to this manual as necessary to ensure its accuracy.

The president and president-elect determine the number of members of each committee and task force, with one member designated as chair for a one-year term. To be eligible for appointment as a committee chair, a member must have met the eligibility criteria listed in the IAAO procedural rules. There may also be a staff liaison, task forces, and subject matter experts assigned to support the work of the committee as needed.

The chair coordinates the work of each committee. The chair is responsible for directing the members and activities of the committee to ensure that goals and objectives are met.

The responsibilities of the chair are to:

- Determine methods by which the committee charges are met;
- Prepare agendas for meetings and distribute required resources;
- Set expectations for members' contributions and responsibilities;
- Delegate and monitor work assignments;
- Ensure committee work is completed in an efficient and cost-effective manner;
- Recommend committee appointments;
- Ensure that meeting notes are taken and that the minutes are produced;
- Distribute minutes of meetings, and;
- Report to the board of directors as requested.

Committee members work toward the fulfillment of IAAO's objectives by:

- Reviewing all relevant material/background information;
- Completing assignments assigned by the chair;
- Meeting all deadlines;
- Supervising the work of assigned task forces and assisting as necessary, and;
- Participating in all meetings and activities of the committee.

Committees hold in-person meetings as approved by the president. All expenses for these meetings are paid per IAAO's expense guidelines. In addition, committees use electronic communication for ongoing collaboration throughout the year.

The governance committee maintains the association's governing documents. As stewards of these documents, this committee is responsible for ensuring that all actions by committees and the board of directors are consistent with the bylaws and all other governing documents of the association.

This committee annually:

- Initiates discussions about mission, philosophy, values, and vision to ensure a common understanding by association leaders;
- Reviews committee structure and appointment grid;
- Reviews and makes recommendations to the board regarding the following; organizational documents:

- Articles of Incorporation;
- Bylaws;
- Procedural rules;
- Policy statements and manuals;
- Position statements;
- Code of Ethics and Standards of Professional Conduct.

ABOUT IAAO

The International Association of Assessing Officers, formerly the National Association of Assessing Officers, was founded for the purpose of establishing standards for assessment personnel. IAAO is a professional membership organization of government assessment officials and others interested in the administration of the property tax. Over the years IAAO members have developed assessment practice and administration standards and many of these standards have been adopted by state and international oversight agencies, and some have been incorporated into legislation.

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.