

## **Virginia Funeral Directors Association Committee Descriptions**

### **Bylaws and Ethics:**

- Review association by-laws and rules. Draft amendments as needed and makes recommendations to the Association's Board of Directors. Investigates ethical complaints and reports findings to board. Meets 2-3 times and as needed.

### **Convention:**

- Oversee the initial planning of the annual Association convention. Makes recommendations to the Virginia Funeral Directors Association Board of Directors on locations, events, excursions and assists with exhibits hall as needed. Volunteers during the annual convention as needed.

### **Convention Credentials:**

- Formulates action plan and assists with logistical support with convention continuing education, voting processes, by-laws approvals have ballot, collects and tabulate nominations. Meets 3-4 times and works during convention as needed.

### **Convention Exhibits:**

- Assist with setting of exhibit space during annual convention. Meet 1 time. Works during convention exhibit hall set-ups.

### **Convention Hospitality:**

- Responsible for setting up the current sitting Association President's hospitality suite during the annual convention. The current sitting President is responsible for providing all items for the hospitality suite. The committee will work closely with the sitting President and spouse/significant other.

### **Disaster Response:**

- 1. Two person team to respond to the Offices of the Chief Medical Examiner at its request to assist them in expertise, logistics, and manning phones as needed.
- 2. Response to the Commonwealth's Family Assistance Center would be immediate and would be able provide the following.
  - Resource materials of funeral directors throughout the Commonwealth and the United States.
  - b. Resource materials for out of country transportation and protocols.
  - c. Coordination of FAC counselors and OCME DRT team members.
  - d. Provision of counsel with victim families and responding to their questions and needs.
  - e. Offering assistance to various commonwealth organizations to facilitate their needs.

### **Endorsements:**

- The Endorsements Committee strives to represent the VFDA, the individual funeral home and other funeral service professionals by taking a proactive role in providing our members enhanced and competitive products and services through the use of endorsements and member benefits.

- Endorsement- An endorsement is a mutually beneficial agreement between a vendor and the VFDA (The Association) for an endorsement of a product or service. The relationship requires a formal written agreement setting out the terms of the endorsement and must be signed by an authorized agent of the sponsor and by the VFDA President or designee.

**Sponsorships:**

- A sponsorship is a mutually beneficial agreement whereby the sponsor receives value in return for cash or goods or services-in-kind provided to the Association. Sponsorship options include, but are not limited to, the Association's annual convention and expo, the Winter Conference, the President's trip, quarterly Association board meetings and educational offerings by the Association. The relationship requires a formal written agreement setting out the terms of the sponsorship, including any recognition to be provided to the sponsor, and must be signed by an authorized agent of the sponsor and by the VFDA President or designee. Sponsorships do not imply endorsement of products or services by the Association and does not imply any exclusive arrangement with the Association.

**Finance:**

- Develops Association's Annual Operating Budget, reviews financials monthly, and makes recommendations as needed.

**Legislative:**

- Moderates state and national legislative and regulatory actions that impact the profession as well as association management. Meets 2-3 times and as needed. Members need to be available to assist with lobbying as needed.

**Membership Services/Outreach:**

- Identify prospect, assist in recruitment and renewal efforts, and assures programming meets needs of members.
- Seeks ways to communicate the association's goals and objectives as well as the professional standards of its members to the community. Organizes community service activities and funeral home visits. Meets 2-3 times and as needed.

**Professional Development:**

- Develops an education curriculum that fulfills CEU requirements and is consistent with the mission of the association. Meets as needed 4-6 times and covers educational programs

**Service of Remembrance:**

- Responsible for planning and execution of S.O.R. during the Annual Convention. Determines order of service, speakers, music, and video.