# Get Involved and Make an Impact!

Being part of a committee, task force, or chairing a Leadership Council offers you the opportunity to gain valuable insight on many of our most challenging issues while helping the association achieve critical missions essential to the PEO industry's growth and success.

**Share your expertise and perspective while expanding your professional network.**

NAPEO's success relies on the active involvement and representation of a diverse range of members from PEOs in all stages of growth, size, and business models. Rewarding volunteer opportunities exist in NAPEO's:

- Accounting Practices Committee
- Annual Conference Planning Committee
- Associate Member Committee
- Federal Government Affairs Committee
- Healthcare Task Force
- Legal Advisory Council
- Marketing/Communications Committee
- Membership & Services Committee
- State Government Affairs Committee
- 20 Leadership Councils as a Leadership Council Chair

**Involvement is an investment in the future of your business, your association, and your industry.**

Take the next step and indicate your willingness to serve using NAPEO's Volunteer Service form at:
napeo.org/membership/volunteer

Committees are typically formed at the start of each calendar year, but we welcome your interest throughout the year. If no current opportunities exist, your name will be placed on a list of volunteers for the coming year.

**Questions? Contact Denise King at dking@napeo.org or (703) 739-8166.**

# 2017 NAPEO Committees and Task Forces

| COMMITTEE | ACTIVITIES | VOLUNTEER CRITERIA |
|---|---|---|
| **Accounting Practices Committee**<br><br>**Chair**: Steve Bentley<br>**Staff Liaison**: Melissa Viscovich<br>(703) 739-8161<br>mviscovich@napeo.org | ▪ Development of best practices and industry financial guidelines.<br>▪ Focus on enhancements of the Financial Ratio & Operating Statistics Survey and interpretation of results.<br>▪ Program development for CFO Seminar and finance/accounting related sessions at annual conference.<br>▪ Accounting/Finance column for *PEO Insider*® magazine.<br>▪ Most business conducted via conference call (6-8 one hour calls per year) or email; two in-person meetings to review and discuss survey results in conjunction with CFO and annual conference. | ▪ CFOs/Controllers or PEO owners/professionals with accounting and finance experience<br>▪ Auditors, bankers, finance professionals to PEO industry<br>▪ PEO committee members must agree to participate in Financial Ratio & Operating Statistics Survey |
| **Associate Member Committee**<br><br>**Chair**: Dan McHenry<br>**Staff Liaisons**: Nancy Benoudiz<br>(703) 739-8169<br>nbenoudiz@napeo.org | ▪ Support associate member involvement in association initiatives including policy development, legislative action, self-regulation, etc.<br>▪ Bring insight on efficiencies and obstacles relative to the service platform of the PEO.<br>▪ Enhance the associate member value proposition.<br>▪ Conference calls as needed; in-person meetings at PEO Capitol Summit and annual conference. | ▪ Seeking Associate/Service Partner members actively involved and engaged in the PEO industry<br>▪ Willingness to get involved in retention efforts and actively recruit new members. |
| **Conference/Education Committee**<br><br>**Chair:** Abram Finkelstein<br>**Staff Liaison:** Robin Schlesinger<br>(703) 739-8176<br>rschlesinger@napeo.org | ▪ Program development for NAPEO's annual conference<br>▪ Review of annual "Call for Papers" entries.<br>▪ Most business conducted via conference calls (4-6 calls per year from March - July) or email and one in-person meeting in May during NAPEO's PEO Capitol Summit in Arlington, VA.<br>▪ Members are asked to attend annual conference. | ▪ All areas of PEO expertise needed<br>▪ Helpful to have attended NAPEO's annual conference in past and/or be available to attend when serving on the committee<br>▪ Associate/Service Partner members must provide non-commercial input; committee membership does not ensure a speaking opportunity |

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| **Federal Government Affairs Committee**<br><br>**Chair**: Dawn Davidson-Drantch<br>**Staff Liaison**: Thom Stohler<br>(703) 739-8167<br>tstohler@napeo.org | ▪ Recommends NAPEO's federal legislative and regulatory agenda to the board of directors.<br>▪ Ensures that the NAPEO's federal legislative priorities are aligned with industry business objectives and NAPEO's strategic plan.<br>▪ Ensures that the board of directors approved federal legislative and regulatory agenda is being pursued before the federal government and Congress.<br>▪ Recommends revisions to NAPEO's federal legislative and regulatory agenda as warranted by events.<br>▪ Regularly reports on the progress in implementing NAPEO's federal legislative and regulatory agenda to the board of directors. | ▪ Membership on the FGAC shall consist of both director and non-director representatives of NAPEO member companies appointed pursuant to the NAPEO Bylaws.<br>▪ NAPEO member companies are limited to two representatives on the FGAC.<br>▪ Understanding of the federal legislative and regulatory process and the role of the association in those processes.<br>▪ Willingness to learn and understand details of federal legislation and regulations and their applicability to the PEO industry.<br>▪ Willingness to work with PEO industry colleagues to develop consensus industry positions on federal legislation and regulations.<br>▪ Willingness to meet with federal elected officials and regulators.<br>▪ Commitment to monthly meetings (by phone) and two in person meetings during the PEO Capitol Summit and annual conference.<br>▪ Ability to review technical/legal documents with a quick turnaround time.<br>▪ Additional consideration given to NAPEO members with existing relationships with Members of Congress or Senators and/or experience/record of involvement in government affairs. |

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| **Healthcare Task Force**<br><br>**Chair**: Kathleen Hillegas, Esq.<br>**Staff Liaison**: Thom Stohler<br>(703) 739-8167<br>tstohler@napeo.org | ▪ Provide knowledge and expertise on the Affordable Care Act (ACA).<br>▪ Plan contingencies for the PEO industry to respond to the proposed and issued regulations implementing the ACA.<br>▪ Review regulations issued by the federal government to implement the ACA.<br>▪ Recommend to the NAPEO Federal Government Affairs Committee (FGAC) when the association should comment and/or engage with federal agencies – and what the engagement should be.<br>▪ Help develop and review comments written in response to proposed ACA regulations.<br>▪ Develop best practices for the PEO industry to implement the regulatory provisions of the ACA.<br>▪ Develop a broad array of communications materials on the ACA. | ▪ The Task Force is limited to healthcare experts from NAPEO member companies, associate members, and the outside healthcare experts working for NAPEO member companies.<br>▪ A willingness to utilize your expertise and insight to help develop strategies and tactics to address the implementation of the ACA.<br>▪ Commitment to serve on one of the three Task Force committees: Best Practices; Contingent Planning; or Communications.<br>▪ Participation in monthly meetings (by phone) and two in person meetings that are scheduled during the PEO Capitol Summit and annual conference.<br>▪ All requests for membership on the NAPEO Healthcare Task Force must be approved by the Task Force Chair and the Chair of the NAPEO Board of Directors. |
| **Leadership Council (LC) Chair**<br>*Chairs Elected by Each LC Individually*<br><br>**The current two-year volunteer term for LC Chairs is 1/1/2017 – 1/31/2018.** | ▪ Serve as a delegate on the State Government Affairs Committee and a member of the Leadership Councils Committee; provide advice and input on government affairs initiatives.<br>▪ Provide support on planning, promoting, and hosting Leadership Council Forum(s).<br>▪ Serve as a liaison between local members and NAPEO.<br>▪ Support efforts to recruit new members and renew lapsed members.<br>▪ Attend four annual Board of Directors meetings.<br>▪ Participate in four annual LC Committee calls. | ▪ LCs are comprised of any members who are domiciled and/or do business in a particular states(s)<br>▪ Members may be active in multiple LCs<br>▪ Multiple people from a company may be active in an LC, but each company has only one vote per LC<br>▪ LC Chairs must be from a PEO member company |

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| **Legal Advisory Council**<br><br>**Chair**: John Polson, Esq.<br>**Staff Liaison**: Farrah Fielder<br>(703) 739-8178<br>ffielder@napeo.org | ▪ Serves in an advisory capacity to the NAPEO Board with regard to legal issues and legal aspects of policy issues. Assists in keeping the NAPEO Model PEO Act current with industry developments, handles specific assignments as directed by the Board, and considers the impact of judicial and regulatory decisions on the industry.<br>▪ Assists the NAPEO General Counsel in reviewing the PEO Advisor Column for the *PEO Insider*™ and providing input on various other legal issues during the course of the year.<br>▪ Provides the bulk of the authors for the *NAPEO Legal Reviews™* and *NAPEO Legal Insights*™ and many for *PEO Insider*™ magazine articles.<br>▪ Provides speakers for NAPEO legal webinars.<br>▪ Provides input in developing content and providing speakers for the PEO Capitol Summit.<br>▪ Meets monthly by conference call to discuss legal, legislative, and regulatory matters of import to the PEO industry; in-person meetings at the PEO Capitol Summit and annual conference.<br>▪ Provides a peer-to-peer resource network for PEO attorneys. | ▪ Members of the Council must be attorneys<br>▪ Members must be in-house PEO counsel or Associate/Service Partner members (i.e. principals, partners, employees, etc. of an Associate/Service Partner member firm). Outside counsel for a member PEO whose firm is not an Associate member are not eligible.<br>▪ Council size is limited and volunteering does not guarantee automatic appointment to the Council. One appointee per company or firm is permitted. |
| **Marketing/Communications Committee**<br><br>**Chair**: Brian Michaud<br>**Staff Liaison**: Kerry Carruthers<br>(703) 739-8171<br>kcarruthers@napeo.org | ▪ Assist in the development and implementation of a comprehensive industry marketing program, marketing materials, and branding efforts.<br>▪ Assist in the development and implementation of a comprehensive and evolving communications plan that builds visibility for the industry. Evaluate new tools and services needed to execute the communications plan.<br>▪ Identify potential media opportunities and serve as a spokesperson for the industry as needed in media efforts.<br>▪ Assist in the continuous evaluation and improvement of the NAPEO website, provide input and guidance on NAPEO's social media efforts, and identify new social media opportunities and strategies.<br>▪ Support NAPEO efforts to build strategic affiliations with key organizations.<br>▪ In-person meeting during NAPEO's annual conference and quarterly conference calls. | ▪ Open to all representatives of NAPEO member and associate member companies.<br>▪ Committee members should have interest and expertise in communications, marketing, media relations, and social media. |

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| **Membership & Services Committee**<br><br>**Chair**: Jay Pimentel, Esq.<br>**Staff Liaison**: Denise King<br>(703) 739-8166<br>dking@napeo.org | ▪ Advise NAPEO staff on membership strategy, including PEO & associate members, both renewals and new members;<br>▪ Review and provide input on membership-related materials, efforts and policies.<br>▪ Review and evaluate potential association affinity programs.<br>▪ Participation in meetings (by phone) and in person at NAPEO annual conference. | ▪ Open to all representatives of NAPEO member and associate member companies.<br>▪ Willingness to get involved in retention efforts and actively recruit new members. |
| **State Government Affairs Committee**<br><br>**Chair**: Andy Lubash<br>**Staff Liaison**: Daniel Harris<br>(703) 739-8173<br>dharris@napeo.org | ▪ Assist with development of NAPEO's state government affairs initiatives.<br>▪ Make policy and funding recommendations for approval by NAPEO Board.<br>▪ Assist in getting local members active in grassroots initiatives.<br>▪ Most business conducted via monthly conference calls; in-person meetings at the PEO Capitol Summit and annual conference. | ▪ PEO professionals from a variety of states active in or knowledgeable about state legislative and regulatory issues<br>▪ Industry expertise and knowledge of workers' comp, UI, or health regulatory/legislative process<br>▪ Commitment to be active in legislative, regulatory and grassroots activities |

# Maximize your Membership | Make a Difference | Make the Investment

## napeo.org/membership/volunteer

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