



INDEPENDENT
BEAUTY
ASSOCIATION®

2024 IBA Committees

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Expectations of Committee Members

Committee Overview

Committees ensure IBA's long-term growth, stability, and integrity by executing the work supporting IBA's mission and key priorities. Committee members should possess knowledge, experience, and resources relevant to the committee's purpose. Members should also be motivated to work toward common goals, be able to manage time and priorities, attend regular meetings, and deliver quality work products. Committee members will also be relied upon to contribute needed resources, expertise, and skills, including--but not limited to--providing educational content, speaking at events, participating in virtual webinars and sessions, identifying sponsors, and leveraging their networks for contacts and specialized subject matter experts.

Key Responsibilities

- Attend committee meetings and actively participate in decision-making.
- Share your area of expertise with the committee and staff.
- Actively participate in project teams or sub-committees, as defined by the committee.
- Obtain various means of support for the committee and broader organization where needed, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Participate in the organization's conferences and meetings and drive awareness of the committee's projects.
- Participate in regular assessments to improve committee performance.
- Maintain IBA membership and recruit new members.

Term of Service

Members of the committee agree to serve for at least one year, with re-evaluation after 12 months for continued commitment.

Additional Desired Skills and Experience

Knowledge of the IBA community and commitment to maintaining a strong organization that is responsive to the membership. Ability to communicate effectively. Ability to motivate committee members. Ability to take responsibility and follow through on assignments. Ability to work well with people individually and in a group. See committee descriptions for other requirements.

Time Commitment

Attend each committee meeting, and be available to members, other leaders and staff, estimated to require 15 to 20 hours per year. Full committee meetings are expected to be held every other month, though sub-teams may have more frequent meetings, depending on deliverables.

Reimbursement

Committee members are not reimbursed for travel to and from meetings of the committees. There is no financial compensation for serving on a committee.

Ambassador Committee

This Committee promotes and supports IBA membership and sponsorship.

- Provides the staff with warm introductions to potential members and sponsors.
- Promotes IBA within their networks, such as educating their contacts about IBA.
- Promotes IBA and engages potential members within the larger industry online and at live events throughout the year. Attends industry events on behalf of IBA to promote IBA membership and pass out promotional materials.
- Lead projects as determined by the committee chair and staff, such as membership drives or renewal campaigns.
- Support staff with engaging current members by reaching out to members and identifying new member contacts.
- Provide staff with feedback on member needs and talking points.
- Periodically reviews membership dues pricing.

Who should be on the committee: a diverse cross-section of members who are eager to share their enthusiasm and influence to promote IBA's mission with their extensive networks and at events.

Frequency of meetings: At least quarterly to plan out which events Committee Members will be attending to plan out tool kits.

Government & Public Relations Committee

This committee works with staff and the Board to review, prioritize, and define legislative, regulatory, and PR responses from IBA.

- In conjunction with staff, evaluates and prioritizes policy proposals.
- In conjunction with staff, crafts, and drafts policy positions and recommended actions for Board review and approval

This Committee develops and curates resources for members to understand and/or respond to issues within their organization or at a governmental level.

- Develop templates for public comment.
- Provide communications to the membership on emerging issues.

Who should be on the committee: This committee is comprised of expertise from industry stakeholders, regulatory, government affairs, and legal professionals.

Frequency of meetings: Regularly scheduled monthly plus ad hoc meetings for timely matters.



Supply Chain & Sustainability Advisory Committee

This committee provides subject matter expertise to support IBA's Mission.

- Advise on IBA priority issues when requested by staff and/or other committees.
- Provides practical input and compliance guidance for small business industry impact.
- Provide suggestions for and introductions to subject matter experts, speakers, etc.
- Lead projects as determined by committee chair and staff.

Who should be on the committee: This committee is comprised of diverse expertise across disciplines and businesses.

Frequency of meetings: Monthly committee meetings (last Friday of the month 12 pm ET / 9 am PT). Subcommittee/Project meetings to be scheduled as needed. Committee members should expect to spend 1-5 hours per month, participation in several events each year may be necessary.

Technical & Regulatory Advisory Committee

This committee provides subject matter expertise to support IBA's Mission.

- Advise on IBA priority issues when requested by staff and/or other committees.
- Provide technical input for building IBA policy/position statements.
- Provides practical input and compliance guidance for small business industry impact.
- Provide suggestions for and introductions to subject matter experts, speakers, etc.
- Lead projects as determined by the committee chair, staff, and GPR Committee.

Who should be on the committee: This committee is comprised of diverse expertise across disciplines and business, including, but not limited to: formulation chemists, analytical chemists, microbiologists, preservative experts, finished product testing experts (safety-in-use, claim substantiation, stability, etc), toxicologists, regulatory professionals, attorney, etc.

Frequency of meetings: Monthly committee meetings (third Friday of the month 12 pm ET / 9 am PT). Subcommittee/Project meetings to be scheduled as needed. Committee members should expect to spend 1-5 hours per month, participation in several events each year may be necessary.

International Regulations Monitoring Committee

This committee is responsible for monitoring changes and trends in international regulations that may impact members and reports them to IBA Staff.

- Committee members provide written reports & resources highlighting any regulatory and registration changes for the region(s) they are assigned. Committee members may be asked to advise on the impact on members.
- Committee members provide IBA staff with recommendations and warm introductions to in-country experts or service providers.
- This Committee never recommends lobbying or influencing international regulations.

Who should be on the committee: This committee is comprised of experts in international regulatory affairs.

Frequency of meetings: Quarterly.

Executive Committee

This is a Committee of the Board. Only Board Members may participate on this committee.

This Committee is a focused group of the board that meets regularly between quarterly board meetings to monitor committee and project progress, monitor progress toward the strategic plan, and provide timely responses to issues raised by staff between board meetings. This committee is charged with overseeing governance, setting policy, and setting strategic vision. The committee's power is limited by the Bylaws and is required to report all actions taken to the larger Board of Directors at regularly scheduled meetings.

Who should be on the committee: This committee must have at least 5 board members, including the Board Chair, the Vice Chair (per the bylaws), and the Treasurer. Executive Committee members must have substantive experience on the IBA Board and demonstrated commitment to the association. Committee members must have the availability of time to attend meetings, engage meaningfully, and contribute 5 or more hours a month. The members of the Executive Committee should reflect the diversity of member companies and their interests, such as company geography, size, and type of business. Only Board Members can serve on this committee (Bylaws).

Frequency of meetings: Monthly standing meetings.

Audit & Finance Committee

This is a Committee of the Board. Only Board Members may participate on this committee.

This committee is responsible for monitoring, advising, and planning for the financial health, sustainability, and growth of the organization.

- Work with auditors throughout the auditing process. Review the auditor's report before submitting it to the Board. Select and recommend the auditing firm.
- Meet regularly with and supports the CEO during budget development.
- The full committee receives and reviews the accountant's monthly financial reports. The committee reviews and advises on monthly cash flow reports.
- Advise on planning for the growth of the organization. Meet quarterly with staff and the accountant to assist with forecasting. Advise on investment strategies.
- All other duties as described by the bylaws.

Who should be on the committee: The Treasurer will serve as the committee chair and "at least three (3) other Directors appointed by the Board with the advice of the Audit and Finance Chair, the majority of whom shall be required to have accounting, auditing and/or financial reporting and control experience". Only Board Members can serve on this committee (Bylaws)

Frequency of meetings: Regularly scheduled meetings annually in the summer and fall during the audit preparation. Several meetings during budgeting season to support the CEO. Quarterly meetings with the accountant and staff prior to board meetings to review financials and do forecasting. Monthly monitoring can be done via email.

Nominating Committee

This is a Committee of the Board. Only Board Members may participate on this committee.

This committee is responsible for overseeing the nomination process, succession planning, and analyzing the board's and committees' leadership needs.

- **Assesses board member makeup and professional diversity.** Ensures the Board represents a mix of members that reflect the geographic and professional diversity of the larger membership.
- **Assesses and ensures fulfillment of the Board's leadership needs.** Wholistically considers the needs of committee chairs and the goals of the Strategic Plan to ensure that the Board is equipped with the necessary expertise, skills, commitment, and qualities required to lead the organization. Tracks upcoming vacancies for Officer positions (Chair, Vice Chair, and Treasurer) and Board members to prepare a succession plan.
- **Reviews and communicates with board nominees.** Receives and evaluates Board nominations including conducting interviews as needed. Assesses the nominees' skills and interests to match them to the best board positions. Educates the nominees on their expectations. In consultation with the Board Chair and President, develop the final slate of nominees for Board approval.
- **Recruits and solicits nominations.** When needed, identify individuals with special skills, expertise, or qualities not found among current nominees. Works with committee chairs to identify engaged members that can be recruited as nominees.
- **Nurtures a talent pipeline.** Identifies nominees who can serve on the Board long-term and grow into different roles. When needed, assist with filling Board vacancies. Plans for Officer vacancies in advance. Keeps potential Board members engaged by connecting with them and encouraging them to serve on committees or be involved in other ways.
- **Evaluate and address Board engagement.** Quarterly, reviews board engagement reports prepared by the Staff. The nominating committee is responsible for addressing shortcomings and re-engaging Board members when there is first a lack of engagement. The committee will escalate continued engagement issues to the Board Chair.
- **Encourages Board engagement.** Regularly contacts new board members within their first year of membership or connects new board members with existing board members to offer support. Contacts new Board members 6 months into their first term to get feedback and assess their engagement.

Who should be on the committee: Only board members may serve on this committee, which is comprised of at least 3 directors. This committee requires individuals who are well-connected within the industry and can meet the time commitments. The Nominating Committee chair may engage a non-committee member as an Emeritus Advisor. Only Board Members can serve on this committee (Bylaws)

Frequency of meetings: The committee meets frequently, about once a month, during the 3 to 6-month period leading up to the Board Nominations. The committee meets occasionally throughout the year to encourage and evaluate engagement as described above.

