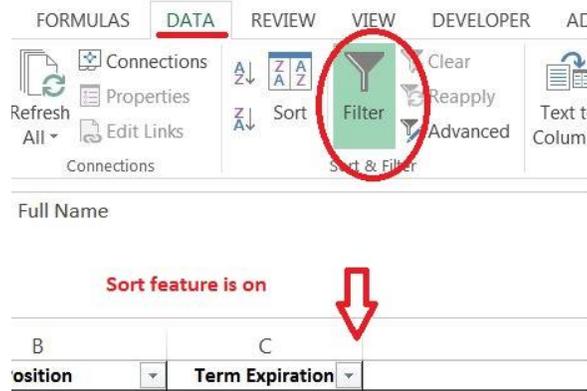


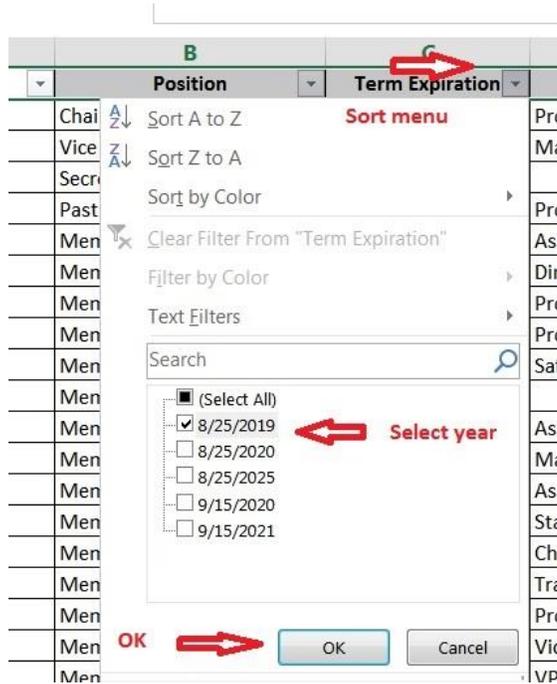
How to Update Your Committee Roster

1. Follow the directions for downloading your current committee roster from the ASABE website, Excel format is recommended. (separate document). Do not rely on your previous roster from a year ago as this can change during the year.

2. Set up your roster for a data sort



3. Sort for expiring members



- Highlight expiring members

Past Chair	9/15/2020	Professo
Member	8/25/2020	Assistant
Member	8/25/2019	Director,
Member	8/25/2019	Project E
Member	8/25/2019	Project M
Member	8/25/2019	Safety M
Member	8/25/2019	
Member	8/25/2020	Assoc. Pr
Member	9/15/2021	Manager
Member	8/25/2019	Assistant
Member	9/15/2021	Staff Eng
Member	8/25/2019	Chief Eng
Member	8/25/2019	Tractor S

4. Contact expiring member **IN ADVANCE OF THE MEETING** via a quick email. See separate directions for roster renewal email.

5. Finalize your renewals, added or deleted members, new officers, representatives and liaisons during your meeting.
6. Report CLEARLY to ASABE staff the changes with the members listed alphabetically by last name.

Use color, added wording, etc. for identification. This will save staff time when updating. Please include all newly elected officers and representatives and liaisons for each group identified by your committee and their term expiration. Bylaws are in place to answer your individual committee questions and should be found on your committee forum library. If you cannot find your Bylaws, contact ASABE staff for assistance.

A	B	C	
Full Name	Position	Term Expiration	
Hilton	Member renewed	9/15/2021	Manager, C
d	Member new	9/15/2021	Staff Engin
nnik	Member new	9/15/2021	

7. Let ASABE staff know if you need assistance contacting members. We are happy to help out.
8. Please be aware that the timelier your submission, the easier it is for staff to affect the updates. There are over 300 ASABE committees to be addressed and the database requires multiple steps for each individual member being added or updated in a single roster. A full roster update can take a couple of hours depending on the number of members involved, especially in the Standards Department. Your assistance in notification is greatly appreciated.