



MEMORANDUM

2509 North Front Street • Harrisburg, PA 17110
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Please read the following rules before applying for a PBA Committee Appointment.

1. Even if you are a current member of a PBA or BSI committee, you must submit an application in order to be reappointed for the following year.
2. All Builder, Associate, and Affiliate members of PBA are eligible for appointment to serve on a committee or council board of trustees.
3. All appointments are for a term of one year, beginning on January 1st of the calendar year for which you are appointed and expires on December 31st.
4. Eligibility to serve on all PBA committees shall be contingent on the member providing PBA with a valid email address to communicate committee and board notices, materials and other information.
5. All appointees must maintain a current PBA membership at all times. Please make sure your PBA membership is current. If your membership expires before January 31, please contact your local association for renewal. An expired membership will delay the process for consideration of an appointment.
6. These are not political appointments – they are working appointments. Serving on a committee is an important responsibility and should be taken very seriously. It is very important to understand the time commitment involved. Members are required to attend meetings in person and participate in interim conference calls. Any member missing meetings without an excused absence may be removed from the committee without prior notice. The Attendance Guidelines will be included with the appointment letter.

