



**Tampa Bay Area Chapter
of NIGP
Tampa, FL**

**Committee
Operations Manual**

Revised March 2013

Table of Contents

- I. Overview
- II. Committee Chairs
- III. Committee Member Responsibilities
- IV. Committee Size
- V. Committee Selection
- VI. Preparation for Committees
- VII. Standing Committees
- VIII. Special Committees
- IX. Conducting Committee Meetings
- X. Committee Reports
- XI. **General Responsibilities of Committee Chairs and members.**

DUTIES OF THE COMMITTEE

I. Overview

The Chapter's strength is reliant on the level of membership involvement in its programs and activities. It is therefore incumbent upon the Board to create a structure by which members can get involved through participation on committees and actively recruit members to volunteer.

The Chapter has two types of committees – standing and special. Standing committees exist for a two-year term (January–December) and special committees function for the life of a project as determined by the Board. Both types of committees organize and direct the talents and energies of the Chapter to complete activities necessary to accomplish their respective assignments. Committees are responsible to the Board, and the Board, through its annual election, is responsible to the membership. Committees must submit recommendations for approval to the Board or as determined by the Board, submit to the membership for input for consideration.

II. Committee Chairs

The key to a successful committee, even with committed committee members and solid objectives, is the Chair. The smooth management and creative achievements of a committee are in direct relation to the chair's ability to lead and direct the committee's functions. An effective committee needs a chair who will accept responsibility while encouraging others to offer thoughts and recommendations on the committee's activities.

In general, the chair's responsibilities and duties are as follows. The Chair consults with the key members of the committee in planning the committee's agenda within the framework of the committee's responsibilities. The entire program of committee work responsibilities should be thoroughly reviewed so that individual committee assignments can be made effectively. Chair is responsible for calling and facilitating planning meetings on a regular basis during the planning stages for an event to ensure that all tasks are completed in a timely manner.

Chair consults with the committee members to develop an agenda and directs the committee's work. Chair facilitates committee meetings, maintains the group's focus, encourages and channels discussions, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions, seeks out decisions, and maintains the committee records and information. Chair ensures that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of committee work and expenditure receipts are maintained. Chair is responsible for drafting and submitting correspondences

regarding events (e.g., e-blasts) to the Secretary for dissemination to membership. In addition, Chair remains constantly informed regarding the progress of individual committee members' assignments.

Chair is responsible for obtaining pre-approval from the Board for all event expenditures. Any expenditure not previously approved will be considered a donation to the Chapter from the individual making the purchase.

Chair must motivate Chapter members toward active participation and involvement in committee activities. With overall objectives in mind, Chair must channel the interests and talents of individual committee members into productive efforts and ensure the necessary follow-up action.

III. Committee Member Responsibilities

The role committee members play is an important one. The success of the committee depends on the contributions made by each of its members. In general, their responsibilities and duties are outlined below:

- A. Attend all meetings.
- B. Review the agenda and accompanying materials *prior* to meetings and be prepared to discuss and contribute ideas.
- C. Carry out the tasks assigned by the committee chair.

IV. Committee Size

Ideally, a member should only serve on one standing committee or one special committee each year, however, as deemed necessary by the Board, members may be appointed to more than one, but may only serve as chair of one per year. Ultimately, the size of any committee should be determined by the requirements of the assigned activity. A committee comprised of two to seven persons is generally considered desirable. When more than seven members are required, the committee should be divided among subcommittees.

V. Committee Selection

Qualifications for a special committee members include Chapter membership, skills applicable to the project, ability to work independently, reliability, commitment and willingness to devote personal time to the responsibilities, leadership and communication skills, and interest in the assigned activity.

VI. Preparation for Committees

Before a committee begins work, the Vice President, should communicate with the committee to:

- A. Define expectations.
- B. Provide appropriate training and organizational information.
- C. Set schedules and milestones for accomplishment of tasks.

VII. Special Committees

The Chapter regularly requires the services of special (project) committees as determined by the Board. A special committee may handle assignments unrelated to any other committees or may be a subcommittee working within a standing committee.

A special committee may investigate and plan until the time of a project and then arrange for subcommittees and additional help from the Chapter's membership. Obviously, most special committees' memberships are appointed for short-term activities.

Special committees are created for, but are not limited to, fundraisers such as Golf Tournaments, Reverse Trade Shows, and regular Trade Shows or for activities such as a review of Chapter By-Laws or Policies and Procedures. The chair of any such committee shall advise the Vice President at all times on its activities and make progress and final reports as required by the President.

VIII. Conducting Committee Meetings

In preparation for and in conducting meetings, the chair should:

A. Before the meeting:

1. Select a meeting place, centrally located, and time that is conducive to deliberation or arrange for a teleconference or on-line meeting as is applicable to conducting business.
2. E-mail meeting announcements and agendas one week in advance so members have time to review and prepare.

B. Conduct the meeting:

1. Start the meeting on time.
2. Define the committee's objectives. Every member must know the long term objective of the assigned activity, the length of the project, and the goals of the specific meeting.
3. Encourage every member to contribute.
4. Maintain a positive approach. Examine each suggestion with respect.
5. Do not rush. It takes time to consider all worthwhile alternatives.
6. Guide the group to agreement on the solution with the highest probability for success.
7. Set a schedule for accomplishing the project to include interim deliverables or milestones.
8. Make a reasonable division of responsibilities. The conduct of a project will likely require more manpower than the planning. Subcommittees and, on occasion, the entire Chapter may be involved in a project.
9. Record the minutes of the meeting.

C. After the meeting:

1. Report the progress to the Board.
2. Monitor and report progress to the membership using the newsletter, e-blast
3. For all fund-raising events, develop informational advertisements, press releases, and event listings with the Communications Chair to inform the community and suppliers through the appropriate media channels.

D. Conclude committee activity:

1. Compile committee records and deliver to the Vice President.
2. Collect and organize all material for use by future committee chairs.
3. Maintain a record of all volunteer hours, if applicable verify all scholarship points to be awarded, and report to the Vice President.
4. For all fund-raising events involving photography, select 10-20 best shots from the event and provide to Communications Chair for web posting.

IX. Committee Reports:

Periodic written reports contribute greatly to the effectiveness of the committee and Chapter. Reports inform the Board of committee progress and seek approval of specific requests including funding for expenditures. The Chair will prepare monthly reports during their assignment and present to the Board at its regularly scheduled meetings. Committee reports should state accomplishments and plans rather than detailed discussion. If finances are involved, include a report on requests for funds and any previously approved expenditures. A more detailed written report must be submitted to the Board when the assignment is completed.

X. General Responsibilities of Committee Chairs and Members.

On the day of the event the Co-Chair and Committee chairs must be present from at least 1½ hours prior through 1½ hours after. Committee members generally work about 4-5 hour shifts, either from 1½ hours prior until noon or from noon until 1½ hours after. As part of the Trade Show team, volunteers are encouraged to help out in any area that needs assistance however, can only receive scholarship points for their one official volunteer position.

1. **Event Co-Chair** - Assists the Chair in all the oversight responsibilities
2. **Attendee Registration Committee (Agency employees):** (Chairperson and up to 5 committee members) responsible for:
 - **Chair** – Oversees the work of committee to ensure timely completion of task assignments, tracking registrations from participating entities individuals, promoting government attendance to the Trade Show

- **Members** – Draft and print name inserts from attendee list and make badges, check in guests the day of the show and give out attendee bags and lunch tickets.
- 3. Vendor/Exhibitor Registration Committee:** (Chairperson and up to 2 committee members).
- **Chair** – Oversees the work of committee to ensure timely completion of task assignments, assigning booths for vendors based on their booth number choices, ensuring all payments from the vendors are sent to the Treasurer for processing.
 - **Members** - Responsible for preparing and distributing vendor packets (Membership booklets, name tags, lunch tickets, etc), check in each vendor as they arrive.
- 4. Decorations, Set-Up and Tear-Down Committee:** (Chairperson and up to 5 committee members)
- **Chair** – Oversees the work of committee to ensure timely completion of task assignments, purchases inexpensive decorations and supplier booth identification signage that carry out the theme of the TradeShow.
 - **Members** – Decoration set up and tear down, putting out identification signage so that suppliers can easily find their reserved space.
- 5. Print Materials and Photography Committee:** (Chairperson and 2 committee members)
- **Chair** - Responsible for working with the printer for the Trade Show directory, overseeing photography of the event, and sorting through the photos and providing 8-15 of the best to the Communications Chair for the website.
 - **Members** - Coordinate the solicitation and collection of all the Membership Directory ads sold, obtain necessary artwork from suppliers, and collecting all membership information to send to the printer. Taking digital photographs of activities on the day of the show and forwarding them to the Print Materials-Photography Committee Chair.
- 6. Door Prizes Committee:** (Chair and 1 committee member)
- **Chair and Member** - Solicit and coordinate door prizes donated by vendors and the Chapter to be given away during the Trade Show. This team will coordinate with the vendors to schedule prizes, and with the microphone, announce the drawings throughout the show. Need outgoing and friendly people, who know how to project fun!
- 7. Catering Committee:** (Chair and 2 committee members)
- **Chair** - Work with the selected caterer, the Trade Show Chair, the Supplier Registration and Attendee Registration chairs to ensure that the most accurate number of lunches is ordered. Coordinate with the venue and the caterer as to set up and execution of the food delivery and serving.
 - **Members** - Collect lunch tickets and assist with lunch crowd control.