

COPPER CHAPTER COMMITTEE VOLUNTEERS

CHAIR

MEMBER

Education

Present potential educational topics to membership and Board for scheduling input
Locate and schedule appropriate speakers for meetings
Provide summary of topics to Secretary for insertion into meeting notices
Provide thank you note and/or token of appreciation to speaker as appropriate

Membership

Maintain membership database
Prepare and provide visitor packets
Distribute revised membership list in July
Coordinate membership drive in February and March
Update entity listing with Copper Chapter region

Seminar

Present seminar options to membership for selection
Schedule seminars with NIGP
Arrange for room and refreshments at conference facility
Block rooms at hotel for out-of-area attendees
Advertise seminar and ensure appearance on NIGP website
Coordinate seminar registration and record fees before submitting to Treasurer
Act as liaison with instructor
Attend first morning of seminar and greet instructor and attendees

Special Events

Present function options to membership for decisions
Coordinate and advertise Christmas event
Coordinate and advertise other charity or social events as necessary

Newsletter

Prepare and distribute newsletter for each month (December is optional)
Solicit articles from members, outside organizations and other appropriate sources

By-Law Committee

Review By -Laws for necessary revisions
Present potential revisions to membership for voting
Ensure quorum votes on revisions
Revise and distribute By -Laws with approved revisions

Nomination Committee

Solicit, receive, and evaluate nominations from the members
Provide selection criteria to Board for approval if nominees are to be eliminated
Provide slate of nominees to the President no later than five days prior to the election meeting
Prepare and distribute standard and absentee ballots
Count votes and notify membership of results

Scholarship/Fund Raising

Coordinate fundraiser for scholarship fund
Develop selection criteria for scholarship applicants and obtain Board approval
Distribute selection criteria
Select scholarship applicants and present to Board for approval
Coordinating and organizing forum registration and related preparation

Food

Determine menu for each meeting and provide information to Secretary for meeting notices
Accept RSVPs for meetings to obtain meal count (or coordinate with someone to accept RSVPs)
Place food orders and obtain check from Treasurer to pay upon food delivery
Prepare backup utensils and paper ware
Coordinate food setup

Committee Volunteer Positions

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