



2011-2012 Committees

Audit Committee:

The audit committee is responsible for reviewing the books held by the treasurer. They verify checkbook deposits; checks that were written, receipts and statements covering the chapter's checking account. They also examine the journal entries, financial reports and at the end of the year prepare a statement verifying the audit. The committee generally only meets one or two times per year.

Audit Committee:

1. Catherine Peters, CPS/CAP
2. Connie Lambert
3. Linda Wiebking

By-Laws/Standing Rules & Nominating/Tellers Committee:

The bylaws/standing rules & nominating/tellers committee is responsible for receiving and preparing all suggestions for amendments to the Bylaws & Standing Rules of the Chapter. They also review all amendments to International and/or Illinois Division Bylaws & Standing Rules when they are revised and alert the chapter. The committee generally meets as the need arises. They are also responsible for officer nominations. At the February meeting, the committee distributes nomination forms to all members. Members are requested to nominate either himself or herself or another Chapter member for a Board position. The committee is responsible for calling/e-mailing all members whose names were submitted to see if they are willing to serve as an officer of the Chapter. The committee prepares and presents a slate of candidates at the March meeting. Paper ballots are prepared and distributed at the May meeting. After votes are tallied, the Chairman of the committee shall report the results of the balloting to the membership. The committee generally only meets one time per year and conducts the majority of its business via e-mail. This committee shall consist of a chairman and two members who shall be appointed by the President and approved by the membership at least two months prior to the Annual Meeting.

By-Laws/Standing Rules & Nominating/Tellers Committee:

1. Jill Bryan - Chair
2. Sherry Crater

Certification Committee:

This committee is responsible for coordinating and leading the study group for the CPS/CAP certification. The committee is also responsible for the lending library, any outside education in relation to CPS/CAP exams (i.e. video conferencing education, on-line education, etc.), as well as advising the chapter as to any changes in relation to the CPS/CAP designation. The committee conducts the majority of its business via e-mail, however, may meet for study groups, etc as determined by the committee.

Certification Committee:

Kathy Brown, CAP – Chair & Lending Library
Denise Allen, CAP
Maribel Colon, CPS
Mary Flanagan, CAP
Cheryl Franklin, CPS
Norma Kassanitz, CPS
Ellen Maglio, CPS/CAP
Catherine Peters, CPS/CAP
Audrey Priorello, CPS
Nanci Saucier, CPS
Carol Wagner, CAP

Education & Program Committee:

The Education and Program Committee is responsible for putting together a list of programs for the complete IAAP year (July through June). This committee is responsible for recommendations regarding hotel sites and meal selections. By default, the Vice President is the Chairman of this committee and responsible for negotiations with the hotel and approves and signs the final contracts for the year. This committee is also responsible for conducting and facilitating IMPACT meetings for new member recruitment. The committee generally meets one or two times per year and does most of its business via e-mail.

Education & Program Committee:

1. Carol Synal - Chair
2. Joyce Schumpert
3. Sherry Crater
4. Karen Bingham

Membership Committee:

Overall the membership committee is responsible for greeting members, guests, and visitors at the door and welcoming them to each meeting. They work cooperatively with the treasurer to receive notification of those guests planning to attend the meetings so that ID tags can be prepared. They are also responsible for preparing and distributing the visitor's questionnaire forms from each month's meeting to the Membership Chairman and then those visitors are contacted by a member of the committee inviting them to join the chapter. Once a new member is processed through HQ, and a New Member packet is received, the Chairman submits names to the President for addition to the distribution lists. The committee is also responsible for maintaining and updating the Chapter roster, following up when renewals are due, and make

follow up calls if guests have questions. The committee generally meets one or two times per year and does most of its business via e-mail. Committee members are asked to be greeters & mentors at each meeting.

Recruitment Sub-Committee:

The recruitment subcommittee is responsible for planning and carrying out recruitment programs.

Retention Sub-Committee:

The retention subcommittee conducts activities to service and retain members. These include: new member orientation, attendance promotions, recognition programs, member involvement in committees, telephone/email tree, & member surveys.

Membership Committee: Recruitment & Retention

1. Mary Ellen Pieffer - Chair
2. Cheryl Franklin, CPS – Co-Chair
3. Carrie Blaine
4. Jim Salek

Newsletter/Sunshine Committee:

The newsletter/sunshine committee is responsible for putting together the TRC monthly newsletter and emailing it to the President for distribution to the chapter members. This committee is also responsible for recognizing individuals on special personal events, i.e. birthdays, illnesses, weddings, births, etc. The committee sends appropriate cards to individual members. The committee conducts the majority of its business via e-mail.

Newsletter/Sunshine Committee:

1. Kathy Brown, CAP - Chair
2. Cheryl Franklin, CPS
3. Ellen Maglio

Publicity & Vendor Liaison Committee:

This committee is responsible for all publicity (press and other media) regarding Chapter activities. Working with the Chapter Vice President, information for general meeting notices and special events are supplied to local media. The committee generally only meets one or two times per year and conducts the majority of its business via e-mail. They are also responsible for coordinating with vendors to provide a short presentation at each monthly meeting.

Publicity & Vendor Liaison Committee:

1. Carol Synal - Chair
2. Cheryl Franklin, CPS

Special Events (Ad-Hoc) Committee:

The board may request that a specific committee be formed for a particular event or program (i.e. Professional Development Seminar, Administrative Professionals Week Celebration, IMPACT Meeting, IDAM, etc.). The board will request member participation as they see a need arise. The committee may meet several times per year as the need arises.

Special Events Committee:

1. Cheryl Franklin, CPS – Chair
2. Joyce Schumpert

Ways & Means Committee:

This committee is responsible for all fundraising activities for the Chapter. In order to advance the chapter's finances for speakers, special events or activities, the committee will recommend and coordinate several moneymaking projects during the program year. The committee is also responsible for handling division, district, and international fundraising as it relates to the chapter. The committee may meet one or two times per year as the need arises.

Ways & Means Committee:

- 1.
- 2.
- 3.

Website Committee:

The website committee is responsible for coordinating with the chapter President (who by default is the chairman of the website committee) what items should be uploaded, removed, or revised on the chapter website. The website committee is also responsible for notifying chapter members of changes, information and updates on the website.

Website Committee:

1. Veronica Jones-Finley
2. Catherine Peters, CPS/CAP