



## 2011-2012 Plano Chapter Committees

Committee	Advisor/Contact	Chairperson	Members
<p style="text-align: center;"><b>APW/ Education/Program</b></p> <p><b>Programs</b> - Plans the programs for meetings and the other chapter-sponsored functions.  <b>APW</b> - Formulate a program to promote the chapter and its members and to recognize the contributions of administrative professionals during Administrative Professional Week.  <b>Education:</b> Provides the latest information and methods of administrative procedures, plans programs to benefit members.</p>	President	Rhea Thurman	Annie Dawson
<p style="text-align: center;"><b>Certification</b></p> <p><b>CPS/CAP CERTIFICATION</b> - Stimulates interest and encourages participants in the CPS/CAP programs and MOUS program.</p>	Vice-President	Cynthia McKinney	Open
<p style="text-align: center;"><b>Membership/Marketing</b></p> <p>Directs all activities of recruitment and maintenance of membership, encouraging members to participate. Creates guest packets to be distributed at meetings. Maintain, publish and distribute the membership roster.</p>	Secretary	Andrea Estrada	Julie Passman April Woods Debbie Mattes
<p style="text-align: center;"><b>Fundraising/Ways and Means</b></p> <p>Search for new and innovative ways to bring funds into the treasury and promote these activities through the newsletter/Web site to fund projects and activities of the chapter. Suggests and coordinates projects for contributing funds to the chapter-designated charities.</p>	Treasurer	Open	Open
<p style="text-align: center;"><b>Bylaws and Standing Rules</b></p> <p>Receives all suggestions for amendment to the chapter bylaws, prepares them in the proper form and submits to membership for approval. Assists Board in preparing Bylaws and Standing Rules, reviews all amendments proposed by other units of IAAP and makes recommendations to the chapter Board.</p>	Secretary	Lois Oliver	Open
<p style="text-align: center;"><b>Audit/Nominating</b></p> <p><b>AUDIT</b> - Audits financial records at the close of the fiscal year, submitting audit report to the chapter President and turns over the financial records to the incoming Treasurer.  <b>NOMINATING</b> - Submits a slate of officers to membership at March/April meeting; prepares all necessary ballot forms.</p>	Treasurer	Lois Oliver (Auditing)	Marilyn Farris (Nominating)
<p style="text-align: center;"><b>Registration/Hospitality</b></p> <p>Prepare name badges. Provide names of new members or guests attending meeting to President so that they can be announced. (Attendee list provided by Treasurer.) Greet guests and members at monthly meeting. Responsible for registration table, collecting fees, etc. Assist Program Chair with speaker needs. Responsible for arranging for refreshments at seminars, or other meetings other than monthly chapter meetings.</p>	Secretary/Treasurer	Celia Alvarez	Christine Phillips
<p style="text-align: center;"><b>Website/Newsletter/Photographer</b></p> <p>Responsible for preparation and distribution of chapter newsletter to chapter members and updating the chapter Website.</p>	Secretary	Marilyn Farris	Andrea Estrada Cindy McKinney Patty Lewis Leeper