



NTS Chapter Committees 2009-2010

Audit

Chairperson: Kathleen Matson
Co-Chair: Nancy Ashbaugh (Independent Auditor)
Committee:

Description:

1. Shall, at the end of each fiscal year, perform an audit of the chapter financial records.
 - a. Such audit shall be completed within 30 days after the end of the term of office of the Treasurer.
 - b. A written report shall be submitted to the Board of Directors and the records transferred forthwith to the successor Treasurer.
 2. Shall, in the event of a vacancy in the office of Treasurer, perform an audit of the chapter financial records.
 - a. Such audit shall be completed within 15 days after receipt of the records.
 - b. A written report covering the audit submitted to the Board of Directors.
 - c. The records transferred as directed by the President.
 3. Shall, at any time as may be requested by the Board of Directors or the membership, perform an audit of the chapter financial records.
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Bylaws and Standing Rules

Chairperson: Pamela Soper
Committee:

Description:

1. Shall receive all suggestions for amendments and/or propose amendments to the Bylaws and Standing Rules of this chapter, prepare them in proper form, and submit them together with the Committee's recommendations and reasons to the Board of Directors, who shall forward for action to the membership in accordance with the Bylaws.
 2. Shall maintain conformity of chapter Bylaws and Standing Rules with the International and Division Bylaws and Standing Rules.
 3. Shall submit the chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review.
 4. Shall assist the Board of Directors and the membership in preparing and submitting amendments to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules.
 5. Shall assist the Board of Directors and the membership in preparing and submitting resolutions to the International Bylaws and Standing Rules Committee.
 6. Shall review all proposed amendments to International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules and make recommendations to the Board of Directors.
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Certification

Chairperson: Dawn Negrete CPS/CAP

Committee: Jo Ann Beall

Description:

1. Shall stimulate interest and encourage participation in the CPS/CAP Program.
 2. Shall bring before the membership the latest information and methods on secretarial/administrative procedures.
 3. Shall direct study sessions for CPS/CAP certification program.
 4. Shall provide an activity report to the Board of Directors each month.
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Community Service

Chairperson: Holly Cox

Committee:

Description:

1. Shall research different types of community service activities.
 2. Shall provide a report to the Board of Directors recommending a minimum of three community service activities.
 3. Shall prepare a plan to implement and promote the community service activity(ies) selected and approved by the Board of Directors.
 4. Shall provide an activity report to the Board of Directors each month.
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Hospitality

Chairperson:

Committee:

Description:

1. Shall purchase birthday, thank you, and other cards as necessary.
 2. Shall prepare and mail birthday cards to members each month as appropriate.
 3. Shall prepare and mail thank you cards to renewing members each month as appropriate.
 4. Shall prepare and mail other cards as directed by the Board of Directors.
 5. Shall provide an activity report to the Board of Directors each month.
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NTS Chapter Committees 2009-2010

Membership

Chairperson: Holly Cox

Committee:

Description: Shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership.

1. Shall prepare letters of welcome to new chapter members.
 2. Shall provide orientation to new members to include location of web page and how to find and use chapter, division, and international resources.
 3. Shall track member attendance for statistical recordkeeping.
 4. Shall prepare letters of inquiry to members not in attendance for 3 consecutive months.
 5. Shall prepare interest packets for dissemination to nonmembers who express a desire to know more about IAAP and/or the chapter.
 6. Shall develop membership interest surveys, guest surveys, and exit surveys.
 7. Shall present/promote international, division, or chapter-level recruitment programs/contests.
 8. Shall encourage membership renewal and attendance.
 9. Shall plan and execute an IMPACT (recruitment) meeting each year.
 10. Shall provide an activity report to the Board of Directors each month.
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Newsletter

Chairperson: Barrett Shaw

Co-Chair:

Committee:

Description: Shall prepare and distribute 6 issues of the official monthly publication of this Chapter during the chapter fiscal year (July through June).

1. Shall solicit articles from the members for submission to the newsletter or research and provide articles if none submitted.
 2. Shall vet all articles submitted (verify source and permission to reprint if copyrighted material is submitted).
 3. Shall research and prepare basic newsletter elements (birthdays, anniversaries, upcoming events, other items of interest).
 4. Shall proofread all articles submitted and edit for length and content.
 5. Shall obtain author's permission for changes to articles except for minor typographical error corrections.
 6. Shall provide final draft to Board of Directors for approval prior to publication.
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Nominations

Chairperson: TBD

Committee:

Description: Upon activation of committee in February or March each year:

1. Shall contact members of the chapter to query for interest in accepting a nomination for office.
 2. Shall discuss position requirements, suitability, and encourage involvement.
 3. Shall submit a slate of one or more candidates for each office at least four weeks prior to the Annual Meeting.
 4. Shall provide an activity report to the Board of Directors each month after activation.
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Ways and Means

Chairperson:

Committee:

Description: Shall devise and promote projects to raise funds to further the objectives of IAAP and the Chapter.

1. Shall research different types of fundraising activities.
 2. Shall provide a report to the Board of Directors recommending a minimum of three fundraising activities.
 3. Shall prepare a plan to implement and promote the fundraising activity selected and approved by the Board of Directors.
 4. Shall provide an activity report to the Board of Directors each month.
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Web Page

Chairperson:

Committee:

Description: Shall revise and update chapter web pages on a monthly basis and as needed for special events and other promotional activities.
