



IAAP Birmingham Chapter Committee Job Descriptions

It is recommended that as many files as possible are passed on to the incoming Chairman at the June meeting. Any other remaining files can be sent to the Leadership Meeting. It is preferred that a CD with correspondence, forms, budgets, etc. is also created and passed along with all paper files. All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

The President and President-Elect are ex-officio members of all committees and should be invited to all committee meetings. Committee Chairs are responsible for checking the calendars of the president and president-elect to ensure that at least one of them will be available to attend the committees' meetings.

All correspondence should be copied to the President, President-Elect and Secretary.

<p><i>Special Committees</i> – These committees are appointed when deemed necessary for the efficient operation of the Chapter.</p> <ul style="list-style-type: none"> • Administrative Professional of the Year (APY) • Administrative Professionals Day Luncheon • Benefit Auction • Certification • Chaplains/Sunshine • Community Affairs • Directory • Membership • Newsletter • Program & Publicity • Research & Education Fund • Scholarship & Student Program • Scrapbook & Photographer • Seminar • Strategic Planning • Telephone & Reservations • Website 	<p><i>Standing Committees</i> – These committees are required for the operation of the Chapter. These committees are listed in the Chapter Bylaws and Standing Rules.</p> <ul style="list-style-type: none"> • Bylaws and Standing Rules • Nominating Committee <p><i>Ad Hoc Committees</i> – These committees are appointed on an as-needed basis.</p> <ul style="list-style-type: none"> • Finance • New Chapter Builder • Parliamentary Advisors <p style="text-align: center;"><i>Standing and Ad Hoc Committees are designated in the following job descriptions. All other committees are Special Committees.</i></p>
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Administrative Professional of the Year (APY). The immediate past APY serves as Chairman of this committee. If the immediate past APY is the Chapter President, she may select someone else to chair this committee. All past APYs/SOTYs are automatically members of this committee.

- The APY Committee is responsible for coordinating the APY Event, which is held in February of each year.
- Chair should obtain revised APY guidelines from Division APYChair (available in November) and make available to candidates upon request.
- Responsible for distribution of APY nomination forms at the November and January meetings.
- Once nominations have been received, contact candidates to complete paperwork required by Division APY Guidelines. Need paperwork 2-3 weeks prior to actual event.
- Verifies points for candidates. If proper documentation is not submitted, may ask for additional information giving up to 2 weeks to obtain additional documentation. After 2 weeks, points should be deducted for any items without proper documentation.
- Prepares script for the APY Event.
- Prepare outgoing remarks to be made while the committee tallies the scores.
- Obtain 3 panelists from the 4 approved areas (plus a fourth backup panelist). Send event information with letter confirming date, time, location and who to contact with questions.
- Select Sergeant at Arms, Escort and Candidate Liaison for Event (use APY committee members).
- Provide calculators, pens and scratch paper for panelists and for final calculations.
- Send letters of instruction to each of the panelists.
- Obtains gifts for panelists (may be certificate of appreciation and gift certificate). Gifts for panelists are paid from the General Operating Account, APY line item.
- Obtains flowers for all APY participants (paid from the General Operating Account, APY line item).
- Obtains APY pin for winner (paid from the General Operating Account, APY line item).
- Compose question for the APY participants (including second question in case of tie).
- Secure timekeeper and provide Timekeeper sign.
- Provide 2 stopwatches (timekeeper in event room and participant holding area).
- Make numbers for participants.
- Arrange to have an extra room for the participants to wait in and then panelists to go into for the tally of points.
- Send thank you note to panelists for participating.
- After the event, compile suggestions for proposed changes and submit to Division APY chair.
- After event, submit copy of new APY's bio and photo to webmaster for posting.
- Prepare required Division paperwork and submit prior to division deadline.
- After event, order plaque to be presented to Chapter APY at the APD Luncheon.

Administrative Professionals Day Luncheon. This committee makes complete arrangements for the annual luncheon, which is held on Wednesday of Administrative Professionals Week. These responsibilities include planning the menu and program, securing a speaker and a site, obtaining door prizes, arranging for flowers and decorations, having invitations and tickets printed, getting invitations to our membership to distribute to businesses, secures media promotion before, during and after event, arranging for representation from the mayor's office and obtaining the proclamation. Invocator is chosen by Chapter President. Submit info about event to HQ. Make sure all information on the website is current and update as needed.

Benefit Auction. IAAP holds a benefit auction at a regularly scheduled business meeting each year (typically in November). It is the responsibility of this committee to coordinate the auction. Solicit donations from members and community. Secure auctioneer. Assign numbers to items and distribute list of items to membership prior to meeting. Request volunteers to assist in showing products to attendees. Arrange to have 2 members track sales and collect money (one is typically the treasurer). Prepare Certificate of Appreciation for auctioneer. Proceeds from the Benefit Auction will be distributed as determined by the Board.

Bylaws and Standing Rules (Standing Committee).



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- The Chair receives all suggestions from the board, committees or membership for proposed amendments to the Bylaws and Standing Rules of the chapter, prepares them in proper form, submit them together with the committee's recommendations and the reasons for the recommendations to the Board of Directors for review (adding any board recommendations) and submits them for action by the membership in accordance with the Bylaws and Standing Rules.
- May also prepare and submit amendments to the International and Division Bylaws and Standing Rules on behalf of the Chapter.
- Review all Amendments to International and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Board of Directors at the May business meeting.
- Make motion to send delegate to the Division Meeting and the International Convention "uninstructed" at May business meeting.
- Shall maintain conformity in Chapter Bylaws and Standing Rules with Division Bylaws and Standing Rules and International Bylaws and Standing Rules.
- Submit revised copy of Chapter Bylaws and Standing Rules to entire Chapter Board and Division Bylaws Chair. Updated Bylaws should not be submitted to IAAP HQ.
- Make sure Bylaws on the Chapter website are current.

Certification. This committee is comprised of the members who have obtained their CPS/CAP rating. The purpose of this committee is to promote the CPS/CAP program (including recertification) to members and non-members, coordinates a library of study materials to assist IAAP members studying to take the CPS/CAP exam, provide moral support and refreshments for the November exam (Alabama Power Chapter is responsible for May exam) and coordinates CPS/CAP Review Courses and recertification workshops. Submit names of certified members to Division website Director for publication on News page. Compile list of newly certified members and send to Division Meeting coordinators for recognition at PESC (May exam) and the Division Annual Meeting (November exam) at least 3 weeks prior to meeting. Anyone who recertified during that timeframe should also be submitted for recognition.

Chaplains/Sunshine Committee. This committee arranges for a member to give an invocation at all regular meetings of the chapter and works with special events chairmen to make similar arrangements, if they desire. This committee is responsible for seeing that members are made aware of other members' birthdays, sicknesses or deaths in their families (submits to Newsletter Committee and Chapter President), and sends cards and/or charitable donations according to chapter policy.

Community Affairs. This committee works with local charities and civic groups for member participation in worthwhile activities for the year. Examples: spring cleaning for Jessie's Place, school supplies for Gateway, stockings for elderly in nursing homes.

Directory. This committee compiles pertinent chapter information and publishes the chapter directory for the benefit of all members and provides a copy to the membership. For those with e-mail, a copy can be e-mailed. For those members with no computer access or e-mail (i.e. merited members), a paper copy should be provided. The committee is also responsible for providing member updates to be printed in the newsletter.

Finance (Ad Hoc Committee). The Finance Committee shall prepare an analysis of the preceding year's expenses to be used as a guide for the preparation of the annual budget. This analysis is to be submitted to the Board of Directors for the purpose of preparing the annual budget that must be adopted by the Chapter at the June meeting. The current Treasurer and all past Treasurers are members of this committee.

Membership. This committee directs all activities concerned with the recruitment and retention of membership.

- Tracking membership.
- Presenting/promoting international, division, or chapter-level recruitment program/contests.



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- Providing new member orientation.
- Developing membership interest surveys, exit surveys.
- Follow-up on membership and new chapter inquiries forwarded from headquarters or the division.
- Giving recognition for sponsorship, encourage membership renewals and attendance.
- The Membership Committee shall seek ways to maintain and increase the membership in the chapter. The Membership Chairman is responsible for leading the chapter Membership team in its efforts to inspire growth in the chapter via membership recruitment and retention.
- Contact prospective members each month and/or forward monthly meeting invitation to them and make meeting/dinner reservations for them (if requested).
- Contact International members-at-large and Division Members-at-large for recruitment into chapter.
- Contact members shown on the Billing Detail Report from HQ who have been billed and those who have been dropped from membership. Coordinate with Board on contacting members who have not renewed.
- Promote the use of IAAP Chapter Resource Materials.
- Conduct Membership Workshops/New Member Orientation/IMPACT Meetings.
- Assist in the organization of new chapters with the division new chapter builder committee (where needed).
- Writes Welcome letters to new Chapter members on behalf of the chapter President.
- The Chairman will receive all applications for membership, including reinstatements and transfers and forwards (with membership dues) to IAAP HQ for processing. Ensures that applications are correctly completed.
- Acknowledges letters of resignation from members.
- Notify International Headquarters regarding a change in address or membership status or in the event of the death of a member.

New Chapter Builder Committee (Ad Hoc Committee). This committee is appointed by the board when it is determined that there is an interest in forming a new Professional Chapter. This committee should be appointed only when this chapter will serve as the sponsoring chapter. Reference materials on forming a new chapter should be obtained from HQ. Committee members should be current board members, past chapter presidents and other members as needed.

Newsletter Committee. Compiles, publishes and distributes the chapter newsletter at each regular business meeting. Newsletter should include any information pertaining to our Chapter, Division and International. Try to find educational articles to include in the newsletter (as space permits). Obtains information from Chapter President (Message from the President), Vice President (upcoming programs), Chaplains/Sunshine (birthdays and or sickness/prayer requests), Membership (new member welcome), etc.

Nominating Committee (Standing Committee). The Nominating Committee shall consist of a chairman and four members. The Board of Directors shall appoint the chairman (typically the Immediate Past President) and may appoint one other member to this committee. The balance is to be elected by the membership. At least two weeks prior to the Annual Meeting the Nominating Committee shall submit to the membership a slate of one or more candidates for each office, giving the qualifications of each candidate.

- Prepare Election Ballots to be given to the Teller's Committee at the Annual Meeting. Ballots should list all members whose nomination paperwork was received by the deadline. Extra ballots should be made in case a runoff is necessary.
- The Nominating Committee shall notify all members that names and qualifications of candidates for office must be submitted no later than April 30.
- Qualifications should contain: pertinent personal information (name, employer, home/work address, phone numbers, e-mail address), education background, professional background, and IAAP activities. A consent to serve form should also be submitted with the qualifications.
- A member may nominate other qualified chapter members from the floor at the Annual Meeting, provided the member has consented to serve if elected. Nominations from the floor must receive one second.



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- Any candidate nominated from the floor must provide all members with a consent to serve form and a summary of qualifications.

Parliamentary Advisors (Ad Hoc Committee). This committee is chaired by the Immediate Past President and is responsible for recruiting a Parliamentary Advisor for each chapter business meeting. These members are to be familiar with Chapter Bylaws and Standing Rules and with Robert's Rules of Order (Newly Revised) to see that the chapter is in compliance with these rules in all its business dealings. All past president serve on this committee.

Program & Publicity. The Vice President serves as Chairman of this committee. This Committee provides a speaker for every regular business meeting. They will meet during the summer prior to the September meeting and plan the programs for the upcoming year. The list of programs will be submitted to the Website Chairman to be published, to the Directory Chairman to be published in the Directory and included in the Upcoming Events on the monthly meeting agenda. This committee also plans any other social functions as decided upon by the Board and members (i.e. holiday party in December). The chairman will coordinate these activities and also provide certificates of appreciation to each presenter, as appropriate. This committee communicates meeting information to local newspapers, business journals, television and radio stations. This committee seeks out opportunities to bring the IAAP organization to the attention of all business and civic groups. Provides a resource for administrative professionals and employers.

Research & Education. IAAP raises money to provide the critical funding necessary to advance the mission of the IAAP Research and Educational Foundation (R&E), which is to advance knowledge of the administrative profession and to provide educational services to admins. The Chairman will arrange for someone to be in charge of furnishing an item to be given away at a drawing at each monthly business meeting (except November and June). The drawing will be held at the end of the meeting. The Chairman and members are responsible for selling tickets at each meeting.

Deliver funds raised to the chapter Treasurer to be deposited after each meeting. Ensure that the Treasurer has submitted Chapter Funds to Division R&E Chair at the Division Meeting so they can be sent to HQ prior to June 30 to ensure the chapter receives credit for contribution.

Scholarship & Student Program.

- Handles the *Margaret Dillon CPS Scholarship* program. Each year our chapter gives scholarships to a student(s) majoring in the business field.
 - Distribute scholarship applications to high school and college advisors in January.
 - Receive scholarship applications.
 - Committee meets to select applicants to interview.
 - Set up afternoon to hold applicant interviews.
 - Committee interviews finalists and makes recommendation to Chapter Board prior to their March board meeting.
 - After approval by the board, makes recommendation to Chapter Membership at the March meeting.
 - Notifies applicants of their status after the March meeting.
 - Invites scholarship recipients and two attendees of their choice to the APD Luncheon (to be paid from the scholarship fund).
 - Attends school/college Awards Day at school if possible.
- Promote interest in the student program within the chapter.
- Promote and establish new Student Chapters and promote membership in Chapter to Student Chapter members and advisors.
- Being available to present programs on establishing IAAP Student Chapters.
- Promote student member attendance of the Division PESC.
- Helps to raise funds for the Chapter Scholarship fund.



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Scrapbook & Photographer. This committee is responsible for obtaining a scrapbook and supplies needed to properly chronicle the president' year and have ready for presentation to the outgoing President at the annual business meeting in June. Also responsible for taking photographs at all IAAP functions. Chapter President is responsible for providing camera and printing of photographs for scrapbook.

Seminar. The Immediate Past President serves as Chairman of this committee. It is her responsibility, with the assistance of the sub-committees she appoints, to completely plan the annual seminar. This committee selects the date and location, retains the speaker(s) and prepares seminar agenda and proposed budget. Chair recruits sub-committee chairs to assist with: Continuing Education Coordinator, Complimentary Gift Bags, Facility Coordinator, Hostesses, IAAP Table, Invitations, Luncheon/Breaks, Office Expo, Photography, Program Book/Printing, Publicity, Registration, Speaker Liaison and Seminar Treasurer.

Strategic Planning. The President-Elect serves as Chairman of this committee. The Strategic Planning Committee shall consist of current board members with the remainder of members to be appointed by the current President-Elect and approved by the Board. Service will be set up on a two-year rotation schedule. The committee will most likely meet once a year in the spring, but at most would only meet twice a year. The Strategic Planning Committee will assist in planning the upcoming year by discussing the concerns and needs of the chapter. The committee will also try to help determine plans of action that might be taken to improve the overall general health and future operations of our chapter for years to come.

Telephone & Reservations. This committee is responsible for contacting every member regarding reservations for all regular and special meetings, and makes other information available to members as directed by the Board. Initial contact should be made with members 14 days prior to meeting with speaker name, topic and menu. Follow up contact should be made by Monday the week before the meeting. If no response has been received by Wednesday prior to meeting, phone calls should be made. Reservation list should be forwarded to VP no later than Thursday afternoon prior to the meeting.

Committee members should also make note of any personal information obtained as to why member is not attending meeting (i.e. illness/surgery, homebound, attending school, etc.). Committee chair will review and forward info to Board and/or Chaplains/Sunshine Committee as needed.

Website. Responsible for maintaining the chapter website. The Website Committee shall gather, compile and submit all pertinent data to the Webmaster. Relays pertinent information to the Division Webmaster to be posted on the Division website.