

Sample of Committee Structure etc. from a few Chapters

Chicago Metro Chapter

New York Metropolitan Chapter

Ohio Chapter

Oregon Chapter

Washington State Chapter

Wisconsin Chapter

Chicago Metro Chapter

Chapter Handbook



August 2005

Standing Committees/Subcommittees

A committee can be one of the most productive tools with which the Chapter has to work. Committee members are faced with the challenge of getting involved in the work the committee was formed to accomplish. Each member's contribution and participation on the committee will determine the success or failure of the committee.

Functions of a Committee

The primary function of a committee is to contribute to the efficient operation of the Chapter. In most cases, committees are concerned with communicating information and assisting Chapter leaders in the decision making process. The findings of a committee have a direct impact on the decisions made by officers and the Board of the Chapter. Committee work can directly influence the direction of the Chapter. In the cases of subcommittees, the committee chair shall be responsible for monitoring and reporting on the activities of the subcommittee.

Committee Chairs

Even with capable members, a committee without strong leadership is at a disadvantage. Responsibilities of committee chairs are defined in relation to each specific committee. The chair's role will normally change as the work of the committee changes. However, there are general responsibilities that are common for all committee chairs, which include:

- Developing the committee organization and structure
- Scheduling meetings
- Preparing and/or approving agendas
- Presiding at meetings
- Making committee and individual assignments
- Reviewing and approving meeting minutes
- Overseeing the activities of the committee
- Preparing the committee's budget
- Preparing financial reports at the conclusion of each event
- Identify insurance needs for each event.
- Assist with the Chapter Website content
- Assist with the Chapter Newsletter content

The success achieved as a committee chair will depend largely upon that person's ability to preside over meetings and guide the committee toward its defined goal. When the Chapter President is selecting committee chairs he/she should clearly discuss expectations for the committee, the time commitment necessary to achieve success and execute the specific duties required during the year. To assist with achieving success the committee chair should:

- Establish goals and schedules and monitor these throughout the year
- Always begin meetings on time
- Conduct meetings from an agenda
- Briefly and clearly state the reason for the meeting at the beginning
- Review the committee's objectives relative to the Chapter's objectives
- Assure that adequate minutes are maintained and distributed

Standing Committees/Subcommittees (continued)

- Report the activities of the committee to the Chapter

Committee Members

The composition of each committee is specific to the needs of the committee. It is likely that the incoming Chapter President will work with the selected committee chair to appoint committee members. Each branch is responsible for assigning a representative to each of the Chapter committees. Some members of each committee will automatically be members as a result of their position as an officer of either the Chapter or the Branches.

When selecting members it is important to find individuals that are willing to serve and clearly understand what is expected of them. Filling committees with individuals who do not clearly understand their role or the expectations of their role and commitment they are making will only result in a lack of success of the committee. To provide for continuity and for the development of future leaders it is important that committees are made up of a balance of successful, experienced members with members that are new to the Chapter. New members provide a fresh outside perspective, while experienced members provide guidance and history. It is always to the committee's benefit to appoint members who are knowledgeable and interested in the committee's area of activity. The chair should provide the committee with background and leadership to help the committee function successfully.

Chapter Committees

The standing committees of the Chicago Chapter include the following committees:

- | | |
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| • Accreditation Committee | • Governmental Affairs Committee |
| • Administrative Assistant's Support Committee* | • Historian |
| • Audit Committee | • IPSI* |
| • Awards Committee | • Membership Committee |
| • By-Laws Committee | • Nominating Committee |
| • Conference/Expo Committee | • Publicity Committee |
| • Education Committee | • Scholarship Committee |
| • Chapter Golf Outing Committee | • Snow Plow/Loader Rodeo |

* These committiiis are actually subcommittees of Education Committee.

Unless otherwise noted in the Chapter Bylaws or Committee organization, committee chairs and members are appointed for a term of one year. Appointments are made by the incoming President generally in October for the following calendar year. While it is not necessary to have all member appointments made at this time, it is desirable to have committee chairs appointed in time to participate in the Chapter Leadership Retreat held annually in early November. The incoming committee chairs should develop a work plan for the activities of their committee for consideration at the February Executive Committee Meeting. Work Plans should be based on achieving the goals of the Chapter established at the Leadership Retreat. The final duty of each committee chair is to submit a written report summarizing the activities of the committee for the year. Forms for each of these duties follow this page.

Committee Work Plan

The purpose of this form is to guide the goal setting exercises of each committee of the Chicago Metro Chapter. Each Committee Chair is asked to lead their committee in a planning exercise to determine their goals and timelines for accomplishing their plans through the year. This form is to be completed and submitted to the Chapter President by January 31 for discussion at the February Executive Committee meeting.

Committee Name:													
Committee Chair:													
Committee Members:													
Planned activities for the year	<ol style="list-style-type: none"> 1. 2. 3. 												
Budget/funds needed:													
Goals: (quantify) i.e. hold two meetings, add 100 new members, send out t10 press releases, increase attendance x %	<ol style="list-style-type: none"> 1. 2. 3. 												
Events requiring insurance	<table border="1"> <thead> <tr> <th></th> <th><u>Events</u></th> <th><u>Color</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Events</u>	<u>Color</u>	1.			2.			3.		
	<u>Events</u>	<u>Color</u>											
1.													
2.													
3.													

Annual Committee Report

The purpose of this form is to provide a structure for the final report to be completed by each committee of the Chicago Metro Chapter. This form is to be completed and submitted to the Chapter Secretary by December 31 for inclusion in the Chapter Annual Report. Committee Chairs may attach additional information that logs the activities and achievements of the committee for the calendar year.

Committee Name:	
Committee Chair:	
Committee Members:	
Activities and numbers attending:	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Goal Accomplishment Report: (quantify) i.e. held two meetings, added 100 new members, sent out 10 press releases, increased attendance x %	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Budget Accomplishment Report:	