****Committee Responsibilities**

**Administrative Reporting**

* Attend all Membership meetings
* Attend Board Orientation and Annual Planning Meeting (Retreat)
* Prepare Chapter Minimum Standards Report and submit to HQ
* Organize and preside over mid-year review meeting

**Bylaws & Standing Rules**

* Attend all Membership meetings
* Maintain copy of current National bylaws, local bylaws and standing rules
* Prepare written notification to members of bylaw changes at least 30 days prior to vote
* Submit approved changes to National in duplicate for final approval

**Calling & Reservations**

* Attend all Membership meetings
* Recruit calling committee to confirm meeting reservations
* Attend to meeting arrangements (location, menu, table setup, headcount)
* Confirm reservation count to restaurant based on standing reservations, those members confirmed by telephone and pre-paid reservations to the Treasurer
* Provide menu to Newsletter chair
* Provide Treasurer with list of reservations prior to meeting
* Coordinate calling of special events assigned to committee

**Long-Range Planning Committee**

* Generally comprised of President-Elect (chairperson), immediate Past-President, one Board member, and one long-time general member.
* Develop short term and long-term recommendations and ideas for implementation based on reviewing past actions, evaluating present needs and projecting future trends
* Present recommendations to Board for approval

**Membership Recruitment and Development**

* Attend all Membership meetings
* Prepare and distribute “Potential Member” packets to all guests
* Responsible for “follow-up” calls or personalized follow-up notes to potential new members
* Prepare and distribute “New Member” packet to all new members (should include Roster, Bylaws and other pertinent chapter information)
* New application follow-up
* Maintain statistics on membership and prepare year-end member awards and/or gifts
* Maintain chapter database and roster and regularly notify National of member changes
* Send personalized “we’ve missed you” notes to members who have missed two consecutive meetings
* Designate hospitality greeters at all meetings for members and guests
* Orient new members to benefits of AFWA
* Initiate and Develop mentoring program
* Follow-up on non-renewing members (phone call and/or survey)
* Prepare and maintain name tags and affix appropriate ribbons (speaker, guests, etc.)
* Supply Treasurer with member and guest sign-up sheets for meetings

**Newsletter**

* Attend all Membership meetings
* Responsible for editing, publishing and distributing a monthly newsletter
* Responsible for regularly updating email and mailing list with potential members, National and Regional officers, etc.

**Nominating Committee**

* Attend all Membership meetings
* Immediate Past-President is the Chairperson
* Meet in January to review positions and possible candidates
* Present, in writing via Newsletter, a “Slate of Officers” at the February general membership meeting for consideration and a “call for nominations” from the floor
* Election to be held no later than March general membership meeting

**Programs**

* Attend all Membership meetings
* Select topic and obtain speaker for meetings and special events upon request
* Prepare and maintain speaker evaluation form and distribute at meetings
* Assign someone to introduce speaker with speaker bio
* Submit list of speakers to newsletter chair at least three months in advance
* Coordinate speaker audio/visual needs with restaurant or other source
* Maintain CPE forms for membership

**Publicity**

* Attend all Membership meetings
* Prepare news releases and photos
* Send out public service announcements on upcoming events and/or meetings
* Plan publicity in coordination with Special Events
* Pursue community involvement opportunities for chapter participation
* Submit budget to assigned Director 30 days prior to event
* Maintain Scrapbook

**Scholarship and Student Activities**

* Attend all Membership meetings
* Send applications to Universities and Colleges to obtain scholarship candidates
* Review and select scholarship applicants and make recommendation to the Board
* Promote interest in AFWA to various college and university organizations and clubs by offering AFWA services as speakers
* Coordinate a “student” recruitment event with Programs and Membership

**Special Events/Fundraising**

* Attend all Membership meetings
* Plan, organize and execute special events and/or activities for the chapter
* Submit budget to Board for approval 45 days prior to an event