



Committees and Responsibilities

Serving, Networking, Mentoring, Growing

Committees offer members an opportunity to help make the organization an educational and worthwhile experience. By sharing their knowledge and experience, committee members mentor new planners and suppliers; at the same time, learn more about the meetings industry and build relationships. New members are encouraged to join a committee. Suggestions are always welcome. This section gives descriptions of the committees and their responsibilities.

Programs and Education Committee

The 1st Vice-President or designee chairs the Programs and Education Committee. Responsibilities include, but are not limited to:

- Develop educational programs for entire year, July of current year through December of the following year.
- Secure hosts for chapter board and monthly luncheon meetings and send out proper correspondence in advance.
- Arrange speakers for each educational program and act as the liaison between the host location and the speaker to outline the BEO.
- Supply speaker's resume and topic description to Secretary and Hospitality Committee for monthly meeting announcement.
- Create & provide evaluations of each luncheon, reporting the results to Nationals.
- Responsible for ordering Thank You Gifts and Certificates for speaker and presenting at the luncheon. If speakers are paid, they do NOT receive a gift.
- Send a thank you letter to host hotel and speaker.

- Responsible for submitting the Chapter's application for "Program of the Year" competition.
- E-mail Committee Status Report to the Board at least 3 days prior to each Board meeting, if applicable.

Membership Committee

The 2nd Vice President or designee chairs the Membership Committee. Responsibilities include, but are not limited to:

- Develop, promote, and maintain the chapter membership.
- Registers members and guests at all official functions.
- Implement membership drives to recruit new members.
- Follow National Membership rules re: new member applications. (Membership Processing and Monthly Deliverables from SGMP (National); Revised April 2012, Section: Membership, Policy No: M-2)
- Keep up on membership ratio and report to Board at each meeting enforcing supplier freeze when ratio warrants.
- Create and publish electronic membership directory, circulated quarterly.
- Create and distribute New Member Packets.
- Distribute SGMP membership packet with Tennessee Chapter prospective members.
- Comply with membership deadlines.
- E-mail Committee Status Report to the Board at least 3 days prior to each Board meeting, if applicable.

Marketing, Hospitality and Communications Committee

The Secretary Chairs the Marketing, Hospitality and Communications Committee. Responsibilities include, but are not limited to:

- Responsible for regular communications and notifications to the chapter membership for monthly luncheons, special events, seminars, etc.
- Take minutes of all board meetings. Minutes should follow the template found on the SGMP website.
- E-mail minutes to the Board no later than 5 days after the meeting date.

- E-mail revised minutes to the Board no later than 3 days after the receipt of the revisions from Board members (having given them 3 business days to respond).
- Monthly meeting notices should be emailed at least 12 to 15 days in advance of the meeting. The meeting notice must include the date, time, location, topic, speaker, RSVP, return address and chapter logo.
- Collect RSVP's for monthly meetings. Compile list of attendees for registration table. Update and maintain name badges for each meeting. Setup and designate someone to man the registration table at chapter meetings.
- Meet and greet members and guests at each chapter meeting.
- Solicit door prizes for each monthly meeting and send thank you cards for those who donate gifts.
- Within 3 days of monthly meetings, thank guests for attending and encourage them to join our Chapter.
- Within 3 days of monthly luncheon, email members and guests with the following information: a thank you for attending, attachments pertaining to the presentation, contact hour certificate if needed, reminder of next month's luncheon and any additional announcements discussed at luncheon.
- Revise Policy & Procedures Manual as needed.
- Responsible for Chapter stationery.
- Maintain membership database and revise on a monthly basis.

Publications Committee

Publishes the Chapter newsletter which includes the solicitation of articles, layout and design, publication and distribution. The committee is responsible for submitting the Chapter's application for "Newsletter of the Year" competition.

- Oversee production of the monthly newsletter making sure it is out by deadline.
- Responsible for submitting the entry to National Newsletter Competition due by Jan. 31.
- Keep copies of the submission in file.
- Provide committee and Board with assignment chart and article deadline and send reminders of articles due.
- Ensure that additional copies of the newsletter are e-mailed to the Membership Chair for distribution with New Member Packets.
- E-mail copies of all the Newsletters to all Chapter Presidents and National Board.

Silent Auction Committee

- E-mail donation requests to all members' three months prior to the meeting at which the silent auction will take place (November).
- Send thank you letters to donors upon acceptance of donations.
- Solicit volunteers to assist with the silent auction.
- Number the donations.
- Create and print the description catalogue of the silent auction items for the meeting (catalogue should include the rules).
- Create a bid sheet with date, description, city, and expiration date.
- Organize the setup and the execution of the Silent Auction.
- Set procedures for pick up of items.