**Committees:**

* Membership
* Education & Programs
* Hospitality
* Communications
* Fundraising
* Community Involvement

**Ad Hoc Committee(s):**

* Website Revisions

**Ad Hoc Task Force(s):**

* Logo Revisions
* New Member Packets

Membership

1. Recruitment of members
2. Retention of members
3. Reclamation of members
4. Track 50/50 ratio
5. Review 30, 60, 90-day membership renewals and take action
6. Track waitlist of suppliers
7. Prepare monthly MMR reports
8. Welcome new members at meetings
9. Ensure Website member information is up-to-date and accurate
10. Add new members to chapter website

Education & Programs

1. Secure speakers based on core competencies
2. Seek contact hour approval from National
3. Secure venue
4. Order F&B
5. Send monthly meeting notice
6. Issue contact hour certificate
7. Issue feedback survey
8. GMS
	1. Promote
	2. Publicize
	3. Track
9. CGMP
	1. Promote upcoming class
	2. Set up study groups

Hospitality

1. Track and recognize member birthdays
	1. Greeting cards
	2. Social media *(carry forward to Communications)*
2. Track and recognize membership anniversaries
3. Welcome guests at meetings and introduce to Board members
4. Track member career and life milestones to acknowledge *(carry forward to Communications)*
5. Organize speaker and venue appreciations
	1. Greeting cards
	2. Gifts
6. Prepare name badges and sign-in roster for monthly meetings

Communications

1. Create quarterly newsletter
2. Manage Facebook presence
	1. Birthdays
	2. Membership anniversaries
	3. Welcome new members
	4. Promote upcoming meetings
	5. Quarterly fundraising
3. Manage Instagram presence
	1. Meeting photos
4. Create LinkedIn group discussion topic monthly
5. Manage routine website updates
	1. Photos
	2. Newsletter
6. Government Connections

Fundraising

1. Set quarterly fundraising plan
2. Solicit ad sponsorship and revenue
3. Ensure website fundraising/sponsorship opportunities match paper flyer
4. Explore outside fundraising opportunities
	1. Amazon

Community Involvement

1. Plan community involvement opportunities
	1. Semiannually or quarterly?

Ad Hoc Committee(s)

1. Website Revisions
	1. Updating member profiles to be:
		1. Current
		2. Complete
		3. Inclusive of all information
			1. Anniversary
			2. Birthday
			3. Current career positions
	2. About Us
		1. Board Member page
			1. Current positions
			2. Contact information
			3. Photos
		2. History
		3. Committees
		4. Honors and Awards
	3. Programs
		1. Meetings
		2. GMS
		3. CGMP
		4. Sponsor a Meeting
	4. Membership
		1. Categories
		2. Fees
		3. How to Join
		4. Member directory
	5. News
		1. Newsletters
		2. NEC
		3. Welcome new members

Ad Hoc Task Force(s)

1. Logo Revisions
	1. Solicit designs
	2. Bring designs to Board Meeting to review and vote
	3. Work w/ National for approval
	4. After approval:
		1. Update Chapter letterhead
		2. Update Chapter website
		3. Update Chapter documents
2. New Member Packets