Membership

Chair – Melissa Lee

Board Support – Sharon Delvisco

Chapter Support Volunteers: Print name in box

1. Recruitment of members
2. Retention of members
3. Reclamation of members
4. Track 50/50 ratio (suspended 7/22)
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

Chair – Willma Harvey

Board Support – Sharon Delvisco

Chapter Support Volunteers: Carolyn Barrett

Print name in box

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

Chair – Allison Landry

Board Support – Melissa Lee

Chapter Support Volunteers: Print name in box

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

Chair – Sharon Delvisco

Board Support – Melissa Lee and Zondra Jones

Chapter Support Volunteers: Print name in box

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 and Sponsors

Chair – Allison Landry and Zondra Jones

Board Support – Willma Harvey

Chapter Support Volunteers: Print name in box

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

Chair – Zondra Jones

Board Support – Melissa Lee

Chapter Support Volunteers: Carolyn Barrett

Print name in box

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

Ad Hoc Committee(s)

Nominations and Elections Committee

Chair – Tunney Barrett

Board Support – TBD

Chapter Support Volunteers: Print name in box

1. Follow instructions from National SGMP to complete nomination process
2. Follow instructions from National SGMP to complete election 2023 process
3. Announce Board selected for 7/23 to 6/25 term

Retreat Program & Awards

Chair – Carolyn Barrett

Board Support – Willma Harvey

Chapter Support Volunteers: Print name in box

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