

Policies & Procedures Manual
SGMP Florida Capital Chapter

COMMITTEE POLICY

Policy

Purpose:

This policy is to provide guidance for the Florida Capital Chapters Committee Process.

- 1) Annually, the board assigns board liaisons for the following committees:
 - a. Honors and Awards
 - b. Marketing
 - c. Membership
 - d. National Conference
 - e. Programs
 - f. Publications and Communications
 - g. Special Events
 - h. Sponsorships

These assignments are normally done at the annual Board Retreat, but will be done by September 18, 2014.

- 2) The Board Liaison distributes a call for their respective committee chair, reporting their results at the August board meeting.
- 3) The selected chair must be approved by the board.
- 4) The committee chairs serve a two-year term limit, which usually runs from August through July.
- 5) Chairs can reapply annually, but are encouraged to limit this to two years. This allows others to have the opportunity to serve the chapter.
- 6) A chair shall be removed from office if they cannot carry out the responsibilities of the position, by the president with board approval.
- 7) The chair is responsible for assembling their committee and report monthly to the board. This can be done through their board liaison or in person at the monthly board meetings.
- 8) All committee meetings require meeting minutes including a list of all attendees. This shall be submitted to the board liaison within 15 days of the meeting.

9) The board liaison is responsible for submitting this information to the PACT (Participation, Attendance, Commitment and Time) representative so that the committee members are awarded appropriate participation points. See PACT form available at www.sgmpfl.org

10) Description of Committees and responsibilities

a. HONORS AND AWARDS

The Honors and Awards Committee shall be responsible for the development and implementation of the awards program to give recognition to the Chapter members who have significantly contributed to the objectives of the Society and the Chapter.

These include the President's award, Member's Choice, Supplier of the Year and Planner of the Year. This is all in conjunction with the budget approved by the board.

Responsibilities are as Follows:

- Coordinate nominations for Member's Choice, Supplier of the Year and Planner of the Year.
- Provide sponsor recognition at the awards program for all sponsors during the fiscal year.
- Coordinate with the president, the President's award and special awards.
- Purchase awards and recognition items. All purchases are in conjunction with the budget approved by the board.
- Provide a detailed award agenda for the banquet.
- Coordinate presenters of awards and provide scripts for presenters
- Invite past presidents and special guests.
- Contact sponsors and award recipients to ensure their presence at the banquet.
- On election years, coordinate the "swearing in of officers". See Installation of Officers Policy.
- Collaborate with sponsorship committee for banquet requirements and sponsorship recognition

This committee will consist of a Chair, Co-chair and up to two participants.

b. MARKETING

This committee is responsible for the branding of the chapter. This includes Website, advertising, tradeshow, marketing materials and membership recruitment tools.

Responsibilities are as follows:

- Monthly review of the website, ensuring that it is up to date
- Securing Website and Newsletter advertisements
- Setting up and Manning tradeshow booths for the chapter to recruit new members
- Procuring and providing marketing materials and membership recruitment tools
- Collaborate with Communication Committee to ensure up to date materials are utilized

This will consist of a Chair, Co-chair and up to six participants.

c. MEMBERSHIP

The Membership Committee shall be responsible for development, promotion and maintenance of the Chapter membership. The Membership Committee will promote SGMP and the Chapter among all eligible individuals and organizations.

Responsibilities are as follows:

- Manning monthly meeting registration desk which includes arriving 30 minutes prior to scheduled meeting time
- Prior to meeting sort Nametags and have them ready for the attendees that RSVPd.
- Check in attendees, collect fees and provide receipts
- Coordinate 50/50 drawing and collect funds
- Complete registration revenue form for the treasurer at the conclusion of the meeting
- Complete check in list and give to the president or designee after completion. The PACT representative also receives a copy of the registration list, this is normally done by the President.
- At least annually provide a new member orientation. This usually takes place right after a monthly meeting

This will consist of a Chair, Co-chair and up to six participants.

d. **NATIONAL CONFERENCE**

The National Conference Committee is responsible for promoting the attendance and the participation in the SGMP National Conference.

Responsibilities are as follows:

Services such as on-site hospitality for members, fund-raisers such as chapter t-shirts and special events related to national conference participation. When the chapter is a host for the National conference, additional duties may be required.

This will consist of a Chair, Co-chair and up to two participants.

e. **PROGRAM**

This Committee shall be responsible to determine, establish, and promote the educational programs of the Chapter. This Committee will arrange programs for monthly membership meetings and will assist with other meeting logistics as needed.

The Program Committee will collaborate with members from other committees when the program is a joint effort. This will sustain continuity with the programs throughout the year and clearly define the responsibilities for which each member is responsible.

The Program Committee will work together with the Sponsorship Committee for meeting location, theme, sponsor and any special events to be held during the meeting.

Program Timeline and Responsibilities:

Annually, by September 15th the program committee will plan the programs for the entire fiscal year, including July of the following year and provide this plan to the President and board for approval. This plan must adhere to the National Policy C-13.

3 Months Out

- Select presenters or identify facilitators
- Confirm presenters or facilitators with an memo via e-mail that identifies the meeting date, location and time. This memo is copied to the Program Committee Co-Chairs and Board Liaison
- Procure Bio and at least three objectives for the program
- Submit program utilizing the contact hour approval form and/or e-mail to the appropriate National Liaison. This request must be received at least 45 days in advance

1 Month Out

- Obtain from speaker/facilitators any audio/visual needs and set up.

- Coordinate the speakers' needs with the Sponsorship committee to ensure the venue is set up appropriately.

One Week Out

- E-mail speaker/facilitators to confirm meeting day, date, time and location
- Check on handouts, A/V arrangements, introductions and evaluation forms

Night of Program

- Oversee A/V set up and test
- Distribute handouts
- Distribute evaluation forms
- Greet speaker and introduce to chapter president, then board members
- Confirm A/V set up
- Introduce speaker/facilitators
- Present speaker with gift when appropriate
- Collect evaluation forms
- Pass out contact hour certificates

One Week After

- Send thank you note to speaker/facilitators
- Prepare 2-3 paragraph article for next newsletter and submit to Communications Chair
- Tally program evaluations and complete Monthly Education Report
- Submit the Monthly Education Report to the President. The President will review and submit to the National Liaison.

This committee will consist of a Chair, Co-chair and up to three participants.

f. PUBLICATIONS AND COMMUNICATIONS

This committee serves as photographer at all meetings and functions and maintains Chapter photos for use in website, newsletter and social media. The photographer shall prepare an annual display of photos from past Chapter meetings and events to be used at the annual awards banquet.

The Publications and Communications Committee shall be responsible for monitoring all publications and communications of the Chapter and shall recommend to the Board any refinements which will further the purpose of the Chapter and the Society. This Committee will be responsible for providing information on Chapter activities to the Society's Newsletter and for the regular communication and notification to the Chapter membership regarding meetings, seminars, workshops and Chapter functions.

Responsibilities are as follows:

- Create monthly newsletter
- Submit monthly newsletter to president or designee for approval and website posting

This will consist of a Chair, Co-chair, 1 photographer, 1 alternate photographer and up to three participants.

g. SPECIAL EVENTS

The Special Events Committee shall be responsible for Chapter functions that do not fall under the jurisdiction of the Program Committee, such as the holiday party, Supplier Appreciation Dinner and special fund raising activities (Silent Auction). For large-scale events such as golf tournaments, Education day etc. the Chair can solicit the entire membership for assistance. Below is a detailed timeline and responsibilities of one event as a guideline.

Supplier Appreciation Time line and Responsibilities:

The Supplier Appreciation Dinner is sponsored annually by the planners to show appreciation to the suppliers for their support during the year. The Special Events Chair is responsible for selecting a working committee to assist with the various aspects of the event.

General information

- Select a site for the event.
- Dinner Selection
- Budget is usually \$300 annually for this event. (This is for paper goods, plastic goods, drinks and additional food, if needed. No alcohol can be purchased out of Chapter funds; however, it can be donated by individuals.)
- Announce the date early in the year for suppliers to mark their calendar for the event.
- Announcements should be published in the newsletter announcing the function.
- After the event there should be a thank you to the host/hostess, committee, planners and suppliers in the newsletter.

- There is usually a charge per planner (decided by the committee) but this may be waived, depending on chapter funds.

Three Months Out

- Select site for event
- Select menu and theme
- Decide if gifts and/or door prizes will be given to suppliers
- Determine what each planner will provide or amount to donate
- Start collecting planner donations at monthly meetings
- Announce the event through email and newsletter
- Notify planners to sign up for food, assistance with set-up and clean-up of the home or facility and collection of donation,

Two Months Out

- Second announcement through email asking for an RSVP. This is important for a count of how many will be attending, as this will determine the amount of food needed.
- Send second notice to planners for assistance and donations.

One Month Out

- Third announcement through email asking for an RSVP. Include in this announcement, directions to the location of the event.
- Third announcement to planners for assistance and donations.
- Purchase the products needed for the event – plates, plastic forks, knives and spoons, if needed, other utensils, napkins, cups, plastic wrap, foil, garbage bags and other items that may be needed.
- Communicate with the host/hostess about all aspects of the event so they know what to expect. Let them know the time people will start arriving, what is expected from them and what will be done by the members.

One Week Out

- Check on food and drink items, making sure there will be enough for the number attending.
- Check with the host/hostess of the event regarding last minute details. Be sure all of their questions are answered.
- Check with the committee members regarding final details and assignments.

- If the event is held in a private home, a centerpiece will be ordered and sent to the host/hostess on the day of the event.

Day of Event

- Arrive in plenty of time to assist with set-up, including the moving of furniture if it is needed.
- Prepare and or pick up food.
- Assist with all aspects of clean up to be sure the house or facility is thoroughly cleaned up and any furniture is put back. All committee members are expected to see that this aspect is carried out.

After the Event

- Send a thank you of appreciation to the host/hostess or the manager or appropriate individual of the facility where the event was held.

Live & Silent Auction Time line and Responsibilities:

The Sponsorship Committee finds a location and sponsor for the Auction. The venue must have AV capabilities and be large enough to display the auction items. Typically this is 2,200 so ft. The Special Events Chair is responsible for collecting, pricing and execution of the silent and live auction.

- Regular monthly fees apply. Guest pay regular guest fee.

6 Months Out-

- Select auctioneer and get commitment to participate

Three Months Out

- Determine drop off location for donations
- Announce the event through email and newsletter and begin accepting donations.
- Number donations as they arrive and maintain a spreadsheet of all donations.

Two Months Out.

- Send second notice to members for donations.
- Call those who donated in the past, divide list between committee members
- Communicate with the sponsorship committee and verify that the sponsor is able to provide the appropriate room set up, F&B and AV.
- Work with the Treasurer to insure credit card acceptability at event.

One Month Out

- Third announcement through email asking for an donations and RSVP. Include in this announcement, directions to the location of the event.
- Ask Treasurer to bring cash box, receipts and credit card items to auction.

Two Week Out

- Determine which items will be in Live Auction
- Determine if a power point will be used for Live Auction

One Week Out

- Make copies of all certificates
- Verify that all expected donations have been received
- Collect props and display items for silent auction
- Check with the committee members regarding final details and assignments.
- Make bid sheets and establish starting bid.
- Create a list of all Silent and Live Auction item for attendees.

Day of Event

- Load up items at drop off location and take to Auction site.
- Arrive in plenty of time to assist with set-up
- Committee members are expected to assist in a variety of aspects including: set up, taking payment, closing out sections of the silent auction and clean up.

After the Event

- Send a thank you of appreciation auctioneer and those that donated items.

This committee will consist of a Chair, Co-chair and up to six participates.

h. **SPONSORSHIPS**

This Committee shall be responsible for solicitation of sponsorships to underwrite the cost of monthly membership meetings and any other special event or function of the Chapter requiring financial support. This committee is responsible for ensuring that contributing sponsors receive appropriate recognition, including, but not limited to, a Certificate of Appreciation and recognition in the Chapter newsletter. Also the committee should ensure that the sponsors are appropriately recognized at the Honors and Awards Banquet.

The Sponsorship Committee will be responsible for the sponsorship of general membership meetings. This must be done through a Request for Proposal (RFP) process, starting in July. Meetings shall be sponsored on an October-September schedule. Non SGMP Members can host a monthly meeting if the chapter does not have an SGMP Supplier Member signed up. First option will always go to a Florida Capital Chapter Member.

Responsibilities are as follows:

- Design the Request for Proposal (RFP) and send to the President for approval.
- Send the RFP to all supplier members, including a deadline for return of the RFP.
- Review the completed RFP's.
- Develop a list of potential meeting sponsors for the year and decide as a committee who will receive what month.
- Present to the Board of Directors if there are any conflicts that the committee cannot resolve.
- Notify meeting sponsors by letter regarding their selection as a meeting sponsor
- The Sponsorship Committee and a representative from the Program Committee will work jointly regarding appropriate room setup.
- Contact meeting sponsor to address any of their needs, confirm location, and offer assistance 30 days prior to the meeting.

This committee will consist of a Chair, Co-chair and up to two participants.

Revision, three adopted by the SGMP Florida Capital Board on 8-18-14.