

Committee	Goals	11-12 Chair(s)	Monthly Time Commitment
APW UNF Events	Open and maintain communication with UNF representative to ensure proper public information regarding FCC	Marilyn Benjamin / Iris Ojeda, CAP-OM	2 hours per month
	Work with UNF Rep for promoting the AOTY/BOTY		
APW/D Luncheon	Secure a location for the event	Iris Ojeda, CAP-OM	4 hours per month
	Work with vendor for pricing - menus. Submit to Board for approval		
	Secure donations for door prizes at the event		
Assembly Chair	Secure Chapter meeting location	Julie Smith	3 hours per month
	Work with local restaurants to secure donated meals for Chapter meetings		
Audit	Annual end of year audit of Treasurer's books	Previous Treasurer	3 hours during season
Awards & Recognition	Ensure timely and accurate reporting of all Chapter/Division/HQ awards	Elaine Boccio	2 hours per month
By-Laws & Standing Rules	Review plan for necessary updates	Liz Ingraham, CAP-OM	2 hours per month
	Update and maintain as necessary preparing for distribution for Chapter/Division approval		
Board to Board Meeting	Ensure transition between new and previous Board members	Robin Henderson, CAP-OM	3 hours during season
Certification	Ensure Chapter programs issue recertification points by obtaining HQ certification approval	Patti Reed CAP-OM	2 hours per month
Community Service	Maintain Community Service Projects	Linda Montonera, CAP-OM	2 hours per month
	Permanent Project is PSI Mandarin Senior Center		
	Solicit contributions from members		
Hallmark	Send Birthday, Anniversary, Special cards to members	Sheila Adams	1 hours per month
Historian	Collect data and pictures at all chapter and division sponsored events	TBA	2 hours per month
	Create the year Historian Scrapbook for the Chapter President		
Mayoral Proclamation	Open and maintain communication with Mayor's office to obtain the year Mayorial proclamation	Elaine Boccio	4 hours during season
Membership	Recruit new members	Julie Smith / Iris Ojeda, CAP-OM	4 hours per month
	Maintain new member orientation manual		
	Maintain and conduct new member orientation		
	Conduct one IMPACT meeting		
Newsletter	Update and maintain monthly newsletter for posting on the website and for membership distribution	Sheila Adams	3 hours
Nominating Committee	Recruit for new officers/committee chairs	Marilyn Benjamin	6 hours during season
	Ensure all nomination forms are completed and that bios are completed prior to elections		
	Create and conduct installation ceremony		
Parliamentarian	Ensures proper meeting etiquette (Robert's Rules)	Brenda Minier, CAP-OM	2 hours per month
Programs & Education	Secure presenters for Chapter meetings	Patti Reed, CAP	2 hours per month
Public Relations	Secure good contacts for external communications for Chapter events	TBA	varies depending on Chapter activities
	Ensure all external communications are accurate, well formatted and professional		
Reception	Assist the Treasurer with front desk duties at Chapter meetings	TBA	2 hours per month
Retirement Trust Foundation (RTF)		Donna Burnnett	2 hours per month
Scholarship	Work with local colleges to ensure Chapter funds geared to a local student are appropriately disbursed	Linda Johnson / Liz Ingraham, CAP-OM	10 hours during season
	Distributes guidelines to local colleges for submission		
	Ensures entries qualify for scholarship prior to issuing to Board for winner recommendation		
Student Chapter	Strive to establish a student chapter		
Ways & Means	Bring to Board suggestions for W&M projects	Shirley Durrant, CAP-OM	4 hours per month
	Schedule Yard Sales for funds to be allocated to Scholarship		
	Work with Cruise Agent for updating Board on cabins reserved		
	Work with Board for solicitation of donations for basket sales		
Webmaster	Maintain Chapter website with the most current information	Brenda Minier, CAP-OM	4 hours per month
2012 FDAM		Iris Ojeda, CAP-OM, Patti Reed CAP-OM	