**2015 – 2016 Land of Lincoln Chapter Committee Descriptions**

1. The **Audit Committee**, composed of a minimum of two individuals, is responsible for independently evaluating the quality and integrity of the Chapter's financial and accounting practices. In addition, these individuals consider the effectiveness of internal controls.  At the end of each board year, the Audit Committee reviews all of the financial documentation to produce an audit report, where shortcomings and recommendations are identified to help ensure the effective management of the Chapter's financial resources. Prior auditing experience is preferred; at a minimum, committee members must possess an acute attention to detail and an understanding of basic accounting principles.

* Anticipated Time Commitment: approximately 10 hours at the end of the board year.

1. The **Awards Committee** is responsible for communicating the ASMC awards criteria and submission timelines; acting as the point of contact for his/her organization’s awards submissions; and, finally, for evaluating award submissions to select a winner in each award category. One volunteer is requested from each organization to ensure unbiased evaluation of the awards submissions. The Awards Committee Chair is responsible for providing oversight of all awards submissions and ensuring thorough and timely submission of award applications for competition at the National ASMC level. This individual will work with the organizational committee members to ensure maximum participation throughout the Chapter.

* Anticipated Time Commitment: approximately 10 hours in during the winter timeframe (around Jan).

1. The **Certified Defense Financial Manager (CDFM) Committee** will act at the source of information on all matters CDFM related. Committee members will promote the benefits of certification, advertise CDFM training, and assist members with the enrollment and testing process. The CDFM Committee Chair, with the support of up to three committee members, will establish Chapter certification goals and seek to maximize the growth of CDFM members in the Chapter.

* Anticipated Time Commitment: approximately 15 hours over the course of the board year.

1. The **Communications Committee** is comprised of a number of subcommittees. It is the combined responsibility of these committees to ensure timely, effective communication of information regarding Chapter events, activities, and accomplishments. The Communications Committee Chair is responsible for ensuring information is distributed to each of the subcommittees for publication via the outlets identified below.
2. The **Facebook Communications Subcommittee**, comprised of up to two individuals, is responsible for maintaining an informative, professional Facebook page to connect with Chapter members. The Facebook page should effectively communicate the activities and accomplishments of the Land of Lincoln Chapter and its members. Committee members should be comfortable with navigating the Facebook website and should be able to perform basic tasks such as creating an event and uploading pictures into albums.

* Anticipated Time Commitment: approximately 20 hours over the course of the board year.

1. The **Newsletter Communications Subcommittee**, comprised of a minimum of two individuals, is responsible for producing an informative, professional newsletter on a quarterly basis. Newsletters should effectively capture the activities of the Land of Lincoln Chapter and its members. Committee members should have the ability to effectively organize information.

* Anticipated Time Commitment: approximately 20 hours over the course of the board year.

1. The **Publicity Communications Subcommittee**, comprised of a minimum of two individuals, is responsible for working with local news outlets (e.g., Belleville News Democrat, Scott Flyer) to publish articles on Chapter activities and accomplishments. Committee members should have the ability to concisely communicate information effectively through their writing.

* Anticipated Time Commitment: approximately 20 hours over the course of the board year.

1. The **Website Communications Subcommittee**, comprised of a minimum of two individuals, is responsible for maintaining an informative, professional website. The website should be a primary source for all Chapter related activities to include training events, membership meeting luncheons, community service events, etc. Committee members should be comfortable working with basic website building tools to manipulate text and pictures; no coding is required.

* Anticipated Time Commitment: approximately 30 hours over the course of the board year.

The Communications Committee Chair must coordinate with each subcommittee to ensure appropriate information is shared and accurate data is reported to Chapter members.

1. The **Community Service Committee** is responsible for promoting, planning and executing volunteer and donation events to benefit the local community. Committee members will assist with planning and coordinating of events as requested by the Chair; act as the point of contact for his/her organization; and, finally, will encourage maximum participation. One volunteer is requested from each organization to ensure representation from across the Chapter. The Community Service Committee Chair is responsible for providing oversight of all service events and activities and for ensuring volunteer hours are tracked and reported. This individual will work with the organizational committee members to ensure maximum participation throughout the Chapter.

* Anticipated Time Commitment: approximately 15 hours over the course of the board year.

1. The **Fundraising Committee** will engage in all aspects of a fundraising campaign, from initial planning and organizing to marketing and execution of a given fundraising event or activity. Committee members will help plan and implement campaigns that have a maximum return on the Chapter’s investment of resources, helping replenish funds for scholarships, charitable contributions, training and professional development courses, promotional items, etc. The Fundraising Committee Chair is responsible for providing oversight of all fundraising activities. This individual will be supported by five committee members.

* Anticipated Time Commitment: approximately 15 hours over the course of the board year.

1. The **Golf Tournament Committee** is responsible for planning, coordinating, and executing the annual golf tournament fundraiser. Committee members will organize all aspects of this event from site planning and sponsorship solicitation to advertising and registration. The Golf Tournament Committee Chair will provide oversight for all golf tournament activities and work with four committee members to ensure this fundraising event runs smoothly and results in maximum participation.

* Anticipated Time Commitment: approximately 15 hours over the course of the board year.

1. The **Membership Committee**, comprised of two Co-Chairs, will act as the source for information on enrollment and membership renewal. The committee will also work with Organizational Vice Presidents to keep the Chapter roster up to date, making sure to contact members when their registration has expired. In addition, committee members will manage the New Member Orientation Program, working with Organizational Vice Presidents to ensure that new members receive a welcome package.

* Anticipated Time Commitment: approximately 20 hours over the course of the board year.

1. The **Mini Professional Development Institute (Mini PDI) Committee** is divided into two primary subcommittees, the **Program Subcommittee** and the **Site Subcommittee**. The Chapter Vice President serves as the Mini PDI Chair and is responsible for overseeing all activities to ensure a successful training event.
   1. The **Program Subcommittee**, comprised of three committee members, is responsible for planning, coordinating, and organizing all activities related to the Mini PDI presentations. Committee members will develop the program, coordinate with speakers, create an advertising campaign, etc.
   2. The **Site Subcommittee**, comprised of three committee members, is responsible for planning, coordinating, and organizing all activities associated with the host site. Committee members will assist with facility logistics, reserve conference exhibitors, provide audio and visual equipment, etc.

* Anticipated Time Commitment: approximately 20 hours through early spring (~Mar).

1. The **Scholarship Committee** is responsible for communicating the criteria for scholarship applications and submission timelines; for advertising and promoting participation in the local scholarship campaign; and, finally, for evaluating scholarship applications to select a winner. One volunteer is requested from each organization so as to ensure representation from across the Chapter. The Scholarship Committee Co-Chair is responsible for providing oversight of all scholarship activities, including advertising the scholarship campaign, coordinating the evaluation process with the supporting organizational committee members, and ensuring thorough and timely submission of scholarship applications for competition at the National ASMC level.

* Anticipated Time Commitment: approximately 10 to 20 hours over the winter and early spring months (around Dec to Mar).