

Alabama Division Committee Job Descriptions

Revised: October 2010

DIVISION COMMITTEES	DIVISION BOARD CONTACT
Administrative Professional of the Year (APY) Committee	Immediate Past President
Administrative Professionals Week Director	Vice President
Audit Committee	Treasurer
Bylaws and Standing Rules Committee	Immediate Past President
Certification Program Director	Secretary
Chapter Development Committee	President
Committee on Nominations	President-Elect
Division Annual Meeting Committee	President, President-Elect
Division Professional Education and Student Conference (PESC) Committee	President, President-Elect
Finance Committee	President-Elect
Membership Committee	President
Professional Development Director	Secretary
Research and Education (R&E) / Retirement Trust Foundation (RTF) Director	Treasurer
Student Program Committee	Vice President
Website Committee	President-Elect

Board Contacts by Position

President	Pres-Elect	VP	Secretary	Treasurer	Imm Past Pres
Division Meeting	Division Meeting	APW	Certification	Audit	APY
Division PESC	Division PESC	Student Program	Professional Development	R&E and RTF	Bylaws
Chapter Development	Finance				
Membership	Nominations				
IMAL / DMAL	Website				

It is recommended that as many files as possible are passed on to the incoming Chairman/Director at the Division meeting. Any other remaining files can be sent after the Division Meeting. It is preferred that a CD with correspondence, forms, budgets, etc. is also created and passed along with all paper files.

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ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) COMMITTEE

The APY Committee is responsible for coordinating the APY Event (held on Friday afternoon of the Division Meeting) including distribution of APY Guidelines to Chapter Presidents and collection of nomination forms for the Division Meeting event. APY Guidelines are revised by the Division Board at their fall board meeting. Refer to APY Guidelines for complete and accurate execution of Division event.

Committee Members should include the Division Immediate Past President and Member from Division Meeting host region and other members as needed. Qualifications for committee chair should include being a former Chapter APY or SOTY.

NOTE: Committee Chair and members should not serve on their respective Chapter APY Committees during current year.

1. Guidelines and Applications should be distributed to Chapter Presidents no later than November 15.
2. Make sure all information on the Division Website is correct (this needs to be done prior to distributing packets).
3. Submitted applications should be postmarked by April 15 to be considered in the Division Event.
4. Verifies points for Chapter nominations. If proper documentation is not submitted, ask for additional information giving up to 2 weeks to obtain additional documentation. After 2 weeks, points should be deducted for any items without proper documentation.
5. Notify Chapter APY and their President of receipt of application.
6. Obtain electronic version of participants' biographies.
7. Obtain script for the APY Event from Division President to be held at the Division Meeting at least 3 weeks prior to the Division Meeting.
8. Secure interim speaker (usually past Division APY winner). Division VP serves as chair during Chairs absence.
9. Member from host region is responsible for obtaining 3 panelists from each of the 4 approved areas (plus a fourth backup panelist).
10. Select Sergeant at Arms, Escort and Candidate Liaison for Event (suggest using Past Division APYs or Past Alabama Division Presidents).
11. Provide calculators and scratch paper for panelists and for final calculations.
12. Send letters of instruction to each of the panelists.
13. Obtains gifts for panelists (may be certificate of appreciation and gift certificate). Gifts for panelists are paid from the Division General Operating Account.
14. Obtains awards for APY participants. Awards for participants are paid from the Division General Operating Account.
15. Compose question for the APY participants (including second question in case of tie).
16. Secure timekeeper and provide Timekeeper sign (suggest using timekeeper selected for Alabama Division Annual Meeting – check with Division Meeting Coordinator).
17. Provide 2 stopwatches (timekeeper in event room and participant holding area).
18. Make numbers for participants.
19. Send thank you note to panelists for participating.

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20. Make sure all information on the Division website is current. (Picture of new Division APY and biography info on APY and finalists.)
21. After the Division Meeting, compile suggestions from Chapters for proposed changes to guidelines for the Division Board to consider at Fall board meeting.

Because this is an important part of the event, the Chair should be aware it is necessary to work with the Annual Meeting Coordinator to set up two areas for the APY Event to accommodate the panelists, participants and membership. Setting up a second room for the participants to wait in and then panelists to go into for the tally of points is sometimes forgotten.

Division Board Contact: Immediate Past President

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ADMINISTRATIVE PROFESSIONALS WEEK DIRECTOR

The Administrative Professionals Week Director shall promote programs to enable the chapters in the Division to derive the greatest possible benefits for Administrative Professionals Week.

1. Contact the Governor's Office to arrange a proclamation signing. The date should be prior to March 15th and once the date and time are confirmed, notify all Division Board Members and Chapter Presidents of the details for the signing. A sample proclamation is available from headquarters in January.
2. Arrange for all original proclamations, original photo and pen to be given to the Division President for distribution at their discretion.
3. If requested by Division President, distribute proclamations as directed.
4. Manage (in tandem with Division Board) overall publicity and public relations efforts for Division events, programs and activities. Work with Division Board to identify publicity opportunities during the IAAP year, set specific goals and develop publicity action plans within the division's strategic planning and budgetary process.
5. Assist chapters with publicity and public relations goals and objectives. The association's collective goals for APW/APD:
 - o Educate the public about the expanding roles of administrative professionals.
 - o Build prestige and enhance the image of the administrative profession and IAAP.
 - o Reach out to students and talk to them about the advantages of administrative careers.
 - o Attract more administrative professionals to join IAAP as Professional, Associate, or Student members.
 - o Promote lifelong learning, certification and other professional development activities.
 - o Encourage employers to offer continuing education and training opportunities for their administrative staff.
6. Division APW/Publicity chairman should have a good working knowledge of:
 - o Key trends in office administration/technology; skills most in demand; professional trends.
 - o IAAP programs and services (at international, division and chapter levels), certification programs, and career-enhancing benefits of belonging to IAAP.
 - o IAAP promotional tools and resources.
7. Remind Chapters to submit APW activities to HQ and copy you.
8. Ensure all information on the Division website is current and update as needed.

Division Board Contact: Vice President

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AUDIT COMMITTEE

An audit shall be made of the Division financial records by a special committee of three qualified persons appointed by the Board of Directors. Such an audit shall be completed by July 31. A written report covering the audit shall be submitted to the Board of Directors and the records transferred to the incumbent Treasurer.

In the event of a vacancy in the office of Treasurer, an audit shall be made of the Division financial records by a special committee of three qualified persons appointed by the Board of Directors. Such audit shall be completed within 15 days after receipt of the records, and a written report covering the audit submitted to the Board of Directors and the records transferred as directed by the Board of Directors.

Committee will audit the following accounts: Division Checking and Savings Accounts, Division Meeting, Division Professional Education and Student Conference (PESC), and Division Scholarship Account. If possible, Treasurer or Finance Committee Chair should be present for audit.

Committee Responsibilities: Ensure that all income/expenditures are budgeted and approved items for review include:

- Approved disbursement requests (including notation of category charged for expenditures) with copies of all receipts attached
- Deposit slips for all revenue received (with notations of category deposited into)
- Verify that Bank Statements balance to checkbook AND to financial statements approved by Board

Committee should address any discrepancies in audit to previous Division Treasurer or Meeting Coordinators to allow time for clarification (suggest 2 weeks) before final written report is completed.

After audit is completed on the Division Account, the Audit Committee Chairman shall forward the audit report to the Division Immediate Past President. Once accepted by the Division Board, the audit report should be sent to current and immediate past division officers.

After audit is completed on Division Meeting and Division PESC accounts, the Audit Committee Chairman shall forward the audit report to the Division President. Once accepted by the Division Board, the audit report should be sent to the Coordinators and Finance Chairman of the event and forwarded to the upcoming coordinators for filing.

The Incoming Treasurer appoints the Committee Chairman. The Committee Chairman appoints committee members.

Division Board Contact: Treasurer

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BYLAWS AND STANDING RULES COMMITTEE

The Bylaws and Standing Rules Committee:

1. The Incoming President appoints the Committee Chairman. The Committee Chairman appoints two additional committee members.
2. Shall maintain conformity in Division Bylaws and Standing Rules with International Bylaws and Standing Rules.
3. Shall notify chapters and Division members-at-large of the February 15 deadline for submitting proposed amendments to the Bylaws and Standing Rules.
4. Ensure that the Division Board receives proposed amendments to the Bylaws submitted by the Membership prior to their Winter Board Meeting.
5. Ensures the Division Board meets the deadline of 1 week after Winter Division Board meeting for submitting reviewed and proposed amendments to the Bylaws and Standing Rules Committee.
6. May propose amendments and resolutions.
7. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Division, and submit them together with the committees recommendations and the reasons for the recommendations to the Board of Directors, the chapters, and Division members-at-large at least 45 days prior to the Annual Meeting.
8. Shall submit Division Bylaws and Standing Rules and/or amendments to the Southeast District Representative and the Chairman of the International Bylaws and Standing Rules Committee for review of the International Bylaws and Standing Rules Committee for approval as amended (at least every four years). Updated Chapter and Division Bylaws should not be submitted to IAAP HQ.
9. Secure electronic copies of all Chapter Bylaws and Standing Rules and request updated version at the beginning of each year.
10. Shall review Chapter Bylaws and Standing Rules as amended or at least every four years.
11. If applicable, shall assist the Division Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules to the International Bylaws and Standing Rules Committee on behalf of the Division.

When Chapter dues amounts are changed in their Bylaws the Division Bylaws Chair should furnish the Chapter Treasurer with the form the Chapter submits to International upon approval by the Division Committee of the Chapter's Bylaw changes. The Chapter Treasurer's signature is required.

Make sure all information on the Division website is current.

Division Board Contact: Immediate Past President

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CERTIFICATION PROGRAM DIRECTOR

The Certification Program Director shall stimulate interest and encourage participation in the Certification Program.

Specific Job Tasks:

1. Promoting the IAAP certification and recertification programs throughout the Division.
2. Supporting and providing information to the Chapter Certification Chairmen
Examples: being available via e-mail and phone to answer questions posed by Chapter Certification Chairmen; providing suggestions for how a certification chairman can promote the IAAP certification programs. Providing timely reminders regarding test application deadlines and test dates.
3. Be familiar with all certification materials available through IAAP Headquarters, and its uses
4. Submit reports to board as required for publication and meetings.
5. The Director will coordinate with chapters located in the same location as testing sites to provide division encouragement and morale support (provide goodie bags or similar item(s)).
6. Send e-mail to all Division Leadership offering congratulations to those passing exams. Send letter of congratulations to those passing the exams. Send letter of invitation to the Division Meeting where they will be acknowledged at the Recognition Luncheon (held on Saturday).
7. Miscellaneous expenses for Recognition Luncheon at Annual Meeting will be paid out of Budgeted Committee Expenses.
8. If necessary, purchase/re-order gifts for those receiving CPS, CAP and recertified holders from the Division. There is a standard gift given:
CPS – Canvas tote
CAP - Padfolio
9. Ensure Certification information on Division website is current.
10. Submit names of certified members to Division website Director for publication on News page.
11. Compile list of newly certified members and send to Division Meeting coordinators for recognition at the Division Annual Meeting at least 3 weeks prior to meeting. Anyone who recertified during that timeframe should also be recognized.

Division Board Contact: Secretary

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CHAPTER DEVELOPMENT COMMITTEE

The Chapter Development Committee shall assist in the formation of new chapters within the Division. The Chapter Development Committee Chair is responsible for leading the division chapter development team in its efforts to inspire and assist growth to the division via new chapter development. Additionally, the chair should work with existing chapters to build and strengthen their membership and assist them as requested and necessary to attain Chapter of Excellence status.

1. Identify sites for potential new chapters via mapping of the division's existing chapters.
2. Contact division and international members-at-large regarding new chapter building possibilities.
3. Identify potential chapters to serve as new chapter sponsors and mentors.
4. Assist existing chapters in the forming of a new chapter (as determined).
5. Serve as a clearinghouse of information on potential sites and contacts for anyone in the division interested in building a new chapter.
6. When a potential new chapter is identified, work with sponsoring/mentoring chapter or member in setting up meetings, preparing agendas, presentations (if requested), paperwork required by HQ, following up and setting chartering date.
7. Assist with chartering ceremony as needed.
8. Ensure Chapter Presidents have all pertinent information in regards to attaining the Chapter of Excellence Criteria.
9. Work with chapters and offer suggestions or assistance in how to achieve Chapter of Excellence designation.

Division Board Contact: President

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DIVISION ANNUAL MEETING COMMITTEE

Responsible for coordination of the Alabama Division Meeting which is held in June of each year on a rotating schedule per the Alabama Division Bylaws and Standing Rules.

Committee Members will be Division Meeting Coordinator(s) and additional sub-committee members as necessary.

See the Division Meeting Guidelines for additional details (posted on the Division website, Forms page).

Division Board Contact: President, President-Elect

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COMMITTEE ON NOMINATIONS

President-Elect appoints Committee Chair. Committee Chair appoints members.

The Committee on Nominations shall:

1. Consist of three members, no two of who shall be from the same chapter, who will prepare a slate of officers for election at the Annual Meeting, in accordance with the Provisions of Article III of the Alabama Division Bylaws and Standing Rules.
2. Review the qualifications of all candidates for office.
3. Notify the Board of Directors, chapter presidents, and Division members-at-large of the names and qualifications of all candidates for each Division office by April 15.
4. Once appointed to serve, members of this committee are not eligible to be a candidate for Division officer during the current election year.
5. Prepare Election Ballots to be given to the Teller's Committee at the Division Meeting. Ballots should list all members whose nomination paperwork was received by the March 15 deadline. Extra ballots should be made in case a runoff is necessary.

Nomination

1. The Committee on Nominations shall notify all chapter presidents and Division members-at-large by January 15 that candidates that the Division Letter of Nomination must be completed for candidates for Division office and submitted no later than March 15.
2. Any chapter, by vote of its membership, may nominate any one of its qualified professional members as a candidate for Division office.
3. A chapter may nominate one of its qualified professional members from the floor at the Annual Division Meeting, provided the member has consented to serve if elected. Nominations from the floor must receive one second.
4. A Delegate may nominate a Division Member-At-Large Professional Member from the floor at the Annual Division Meeting, provided the member has consented to serve if elected. Nominations from the floor must receive one second.
5. Any nomination from the floor must provide all delegates with a Division Letter of Nomination
6. Nominees for Division office are required to attend the Division Annual meeting to be eligible for election.

NOMINATING GUIDELINES

A chapter, in nominating one of its members as a candidate for a Division office, shall submit to each member of the Division Committee on Nominations the Division Nomination form.

Division Board Contact: President-Elect

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DIVISION PROFESSIONAL EDUCATION AND STUDENT CONFERENCE (PESC) COMMITTEE

Responsible for coordination of the Alabama Division Professional Education and Student Conference which is held in February or March of each year per the Alabama Division Bylaws and Standing Rules. The Division President-Elect will select coordinator and location for the year they serve as Division President.

Committee Members will be PESC Coordinator(s) and the Student Conference Committee Chairman and additional sub-committee members as necessary.

See the Division PESC Guidelines for additional details (posted on the Division website, Forms page).

Division Board Contact: President, President-Elect

Subcommittee: STUDENT CONFERENCE COMMITTEE

The IAAP Student Conference Committee shall promote interest in this program within the Division. The committee is responsible for the coordination of the Student Conference (Friday of the Professional Education and Student Conference) and for raising funds for the Division Scholarship Program. Work with the Student Chapter Committee Chair to publicize and plan the event to student chapters and members. Also work with the PESC Coordinator(s) and the Division President to keep them apprised of conference planning progress.

Consult the Alabama Division Professional Education and Student Conference (PESC) Planning Guidelines for additional information and instructions and a complete Student Conference Timeline.

1. Coordinates space needed and setup with Arrangements Committee for testing, presentations, seminar and networking social.
2. Ensures that Student Conference information is included in the Invitation (to include seminar, testing and presentation participation).
3. Develops question for oral presentation to be included in PESC Invitation.
4. Ensures that all expenses of the Student Conference are included in the Budget.
5. Makes recommendation to Division Board for number of scholarships and amount of each scholarship to be awarded.
6. If available, work with student chapters in the geographic area of the PESC to help with planning the conference.
7. Responsible for selecting committee members and makes assignments as appropriate. NOTE: Only Committee Chair receives complimentary registration for the PESC, not committee members.
8. Works with Program Book Committee to ensure that Friday events and timeframe are correct.
9. Distributes, collects and verifies points on Outstanding Student Member of the Year forms.

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10. Holds fundraising events at PESC and Division Meeting of your choosing.
 - o Suggest collecting items that can be used to help raise funds for the Division Scholarship Fund and have “double” tickets available with way of collecting tickets for each item (craft bags, baskets, bowls, etc.).
 - o Snack fundraiser has also been successful. Obtain snack foods and canned/bottled beverages and request \$1 donation for each item. Easy to make self-serve by putting out vase for attendees to leave donations. (Need to verify with hotel this is not a problem.)
11. Assign someone the responsibility of working the fundraising table for Friday and Saturday. Deliver proceeds to Division Treasurer for deposit into Scholarship fund.
12. Ensures that someone is available to work registration area for Friday events and has copies of Program Book and nametags. If possible, nametags should include events students are participating in.
13. Arranges for members to assist with testing and presentations as needed;
 - o Test proctors.
 - o Doorkeeper for testing and presentations.
 - o Timekeeper for presentations.
 - o Grading of tests and compilation of scores for awards.
 - o Secures 3 panelists for presentations (preferably IAAP members who are not acquainted with participants).
14. Obtains bio information for introduction of panelists. Prepares certificate of appreciation for panelists (no gift). Prepares tests. Administrative Skills questions can be obtained from Sandy Short CPS/CAP and Computer Skills questions can be obtained from Yolande Gardner CPS/CAP.
15. Arranges for grading in a secure location.
16. Makes sure that Presentation score sheets are made available to panelists prior to event as well as having copies available at event for panelists.
17. Secures speaker for Student Seminar on Friday. Prepares Certificate of Appreciation. Provides an appreciation gift.
18. Prepares seminar evaluation for Friday's Student Seminar.
19. Prepares certificate of attendance for Friday seminar that lists contact hours.
20. Arrange for hostesses to be present at the Networking Social (non-Division board members).
21. Purchases certificates and jackets as needed for Student Awards (purchase extras in case of a tie).
22. Prepares certificates for participants of Competitive Events (no certificate jackets).
23. Prepares certificates for Competitive Event winners (place in certificate jackets).
24. Prepares certificates of Scholarship Award for winners (place in certificate jackets).
25. Presents Scholarships and Awards at the Recognition Luncheon on Saturday (assisted by the Division President).

NOTE: Sandy Short CPS/CAP and Yolande Gardner CPS/CAP are both members of the Birmingham Chapter.

Division Board Contact: Immediate Past President

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FINANCE COMMITTEE

The Finance Committee Chair is appointed by the President-Elect. The committee shall consist of three members to include the President-Elect and the Treasurer.

Assist the President-Elect in developing a budget for the coming year and present proposed budget on Saturday of the Division Meeting.

Responsible for Division Fundraiser at the Division Meeting.

The Awesome Auction has been very successful in the past.

- Send out request to chapters for donations by February 1. Also make suggestions on what kind of items are big "sellers".
- Sends out reminders in April and again 2 weeks prior to Division Meeting.
- Make sure tickets and boxes (or other way of collection) is available.
- Sells tickets at the Division Meeting.
- Announces the amount of money raised from the Auction.
- Draws winning tickets for each donated item.
- Counts tickets to determine which Chapter wins the 10% and notifies Division President and Treasurer so that check can be written and presented to winning chapter at the Awards Banquet.
- May solicit help from other members to help with the Auction.
- Consult with Division Meeting Coordinators on facilities needs (i.e., how big of space, how many tables needed, location of rooms, and timing for Auction to be open for members to participate).

Division Board Contact: President-Elect

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MEMBERSHIP COMMITTEE

The Membership Committee shall seek ways to maintain and increase the membership in the Division. The Membership Chairman is responsible for leading the efforts to inspire growth in the division via membership recruitment and retention members of this committee will be Chapter Membership Chairpersons.

1. Promote chapter membership growth and retention within the division.
2. Maintain division unity through regular correspondence with chapter membership chairmen.
3. Promote the *Pathways to Excellence* Program.
4. Encourage new member orientation programs.
5. Promote all special IAAP membership promotions throughout the year.
6. Develop a year-long division growth calendar that includes recruitment/retention programs.
7. Market all division membership promotions throughout the year.
8. Follow up with the chapter membership chairmen on contacting those who inquired about membership.
9. Contact International members-at-large for recruitment into division.
10. Encourage chapter membership chairmen to contact those shown on the HQ reports who have been billed a second time and those who have been dropped from membership.
11. Promote the use of IAAP Chapter Resource Materials.
12. Assist chapters with conducting membership workshops/recruitment Meetings.
13. Assist in the organization of new chapters with the division chapter development committee (where needed).
14. Write welcome letters to new Chapter/Division members on behalf of the Division President.
15. Encourage DMALs to join a local chapter.
16. Ensure all information on the Division website is current.

Division Board Contact: President

It is recommended that as many files as possible are passed on to the incoming Chairman/Director at the Division meeting. Any other remaining files can be sent after the Division Meeting. It is preferred that a CD with correspondence, forms, budgets, etc. is also created and passed along with all paper files.

All Division Committee Chairmen/Directors are also responsible for preparing 4 articles for the Alabama in Review and a year-end report. The AIR articles will cover the following periods: July-Sept; Oct-Dec; Jan-March; April-June. The year-end report will be due prior to the Division Meeting and will be printed in the Division Meeting Handouts.

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**Alabama Division
Committee Job Descriptions**
Revised: October 2010

PROFESSIONAL DEVELOPMENT DIRECTOR

1. Responsible for distribution of Professional Development Forms to Chapter Presidents, Professional Development Chairs, and DMALs. Forms are to be distributed no later than November 15.
2. Send reminders to chapters to keep them aware they need to complete their forms.
3. Collects from Chapter Presidents and Professional Development Chairs, the Professional Development Forms of highest score for both Chapter and Individual Chapter Member for recognition at the Division Meeting. Deadline for form submission is May 15.
4. Verifies points for Chapter and Individual winners.
5. Prepares the Honor Roll (on scroll-type paper), which lists the individual members from each chapter and the DMAL that obtains the highest points.
6. Provide the Division Secretary and President lists of each Chapter Individual Chapter winners name and total points and each Chapters total points.
7. At the Division Meeting Awards Banquet, recognizes those obtaining the highest points for each chapter and presents them with a copy of the Honor Roll. The Division President will announce the overall winner.
8. Make sure current form is posted on the Division website.
9. At the end of the year, compile suggestions from Chapters for proposed changes to form and submit to the Division Board for review and approval at the Fall Board Meeting.

Division Board Contact: Secretary

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**Alabama Division
Committee Job Descriptions**
Revised: October 2010

**RESEARCH AND EDUCATION (R&E) and
RETIREMENT TRUST FOUNDATION (RTF) DIRECTOR**

R&E

1. Promote interest in the IAAP R&E program and shall devise and promote projects for the purpose of raising funds for the IAAP R&E.
2. Have fundraising projects available at the PESC and Division Meeting.
3. Deliver funds raised to the Division Treasurer to be deposited.
4. Ensure that Chapter and Division Funds are sent to HQ prior to June 30 so that the Division receives credit for contribution.

RTF

1. Promote interest in the IAAP Retirement Center and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Trust Foundation.
2. Have fundraising projects available at the PESC and Division Meeting.
3. Deliver funds raised to the Division Treasurer to be deposited.
4. Ensure that Chapter and Division Funds are sent to HQ prior to June 30 so that the Division receives credit for contribution.

Division Board Contact: Treasurer

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Alabama Division Committee Job Descriptions

Revised: October 2010

STUDENT PROGRAM COMMITTEE

The IAAP Student Program Committee shall promote interest in student membership in IAAP within the Division. The committee is responsible for the promotion and establishment of new student members and student chapters within the Division.

1. Promote the establishment of Student Chapters by IAAP Chapters.
2. Promote student membership in IAAP Chapters/Divisions to Student Chapter members and the advisor.
3. Promote the strengthening of on-going relationships between existing IAAP sponsor Chapters and Student Chapters.
4. Submit Student Chapter updates/happenings to the Division Website Committee and Division President.
5. Notify Headquarters of the establishment of new Student Chapters.
6. Identify IAAP Chapters to sponsor new Student Chapters.
7. Assist IAAP Chapters identify high schools, business/vocational/technical schools, colleges, and universities where Student Chapters could be established.
8. Train/assist IAAP Chapter Student Chapter Chairmen on Student Chapter marketing presentations to educational institutions.
9. Be available to present programs to IAAP Chapters on establishing IAAP Student Chapters.
10. Update Student Chapter Brochure and have posted on Division website.
11. Have bi-monthly communication with student chapter advisors on activities in the student chapters.
12. Make sure all information on the Division website is current and updated as Student Chapters are established/disbanded.
13. Work with PESC Student Conference Chair to plan and promote activities in student chapters and members during PESC.
14. Work with current professional chapters to attract and promote student members in their chapters.
15. Provide professional chapters with the latest and most current information provided by IAAP HQ regarding student membership and chapters.

Division Board Contact: Vice President

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Alabama Division Committee Job Descriptions

Revised: October 2010

WEBSITE COMMITTEE

1. The Website Committee shall gather, compile and submit all pertinent data to the Division Webmaster.
2. The Division Webmaster serves as a member of this committee.
3. Coordinate "Chapter Website Excellence" program/award and obtains judges to evaluate chapter websites quarterly (judges should not be employed at the same location). After determining winner, submit to Division Secretary.
 - In July, select judges and provide them with evaluation sheets and instructions.
 - Send e-mail to judges the first of August, November, February and May to remind them to perform their evaluations that month.
 - Once quarterly evaluations are complete, request electronic copies of them so you can capture comments. Compile comments from all judges and send to Chapter President each quarter. Do not send scores.
 - After the Website Excellence Award is presented at Division Annual Meeting (June), provide chapters with average scores (all judges combined for all quarters).
4. Ensure that information on the website is updated regularly and remains current.
5. Committee also collects:
 - Division Updates**
 - Division Officer Photos and Bios
 - Committee updates
 - Calendar Info
 - News Items
 - Chapter Updates**
 - Officers & Committees
 - Meeting date/location/time
 - News items
 - Fundraisers
 - Special event info
 - For chapters that do not have stand alone site, also post newsletters and photos
6. Submit suggestions for revisions to Website Excellence Award to Division President-Elect one week prior to Division Meeting.
7. Immediate following Division Annual Meeting, obtain the following for posting on the website:
 - list of award recipients from the Division Secretary
 - APY candidate bios and photos from APY Committee chair
 - Incoming and outgoing President's remarks

President-Elect is responsible for collecting Master Calendar and Chapter Membership Roster information to be posted on the Division website.

Board Contact: President-Elect

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