

Standing Rules

Women's Council of REALTORS®
Coastal-West Orange County Chapter
Approved May 2, 2012

A. CHAPTER MEETINGS:

1. Governing Board Meetings:

- A) Shall be held prior to the Business Resource Meetings, as determined by the Chapter President and noticed to the Governing Board and the Membership.
- B) Incoming President shall appoint one active past Chapter President to serve on the Governing Board at the first Governing Board Meeting of each year.

2. Business Resource Meetings & Events:

- A) Shall be held monthly as determined by the Governing Board and noticed to the Membership.
- B) ONLY members may display promotional materials on a designated table.
- C) New member induction and orientation shall be held at the discretion of the Governing Board.
- D) Reservations are required. Reservations for all Chapter meetings and events sponsored by the Chapter shall be the financial obligation to be paid by the member/non-member - **a reservation made is a reservation paid.**
- E) Each meeting notice shall contain a date after which cancellations will no longer be accepted, which shall be the date on which a final count is required by the meeting venue.
- F) Any reservation issue shall be referred to a designated Governing Board member.
- G) Secretary shall send no-show billings within 30 days of the event.
- H) Attendees will be charged for the Business Resource Meeting whether or not they are served food or refreshments. Food and refreshments are incidental.
- I) At least 2 members shall count funds received. Funds shall be given to the Treasurer to confirm and deposit.
- J) Lifetime attendance as a Non-Member is limited to two (2) Business Resource Meetings excluding fundraisers and special events. Exceptions may be permitted at the discretion of the Governing Board and/or the Membership Committee.

3. Cost:

- A) Members: Effective January 1, 2009 member cost shall be \$20.00.
- B) Non-Members: Effective January 1, 2008 Non-member cost shall be \$30.00
- C) Members and Non-Members without a confirmed reservation may be accommodated on a space availability basis.
- D) Any complimentary ticket that is a Chapter expense, to any Chapter Meeting or Event must be approved in advance by the Governing Board.

4. Cell phone & pager policy:

- A) During any program or meeting all pagers and cell phones are to be silent. \$5.00 will be assessed and collected by a designee of the Governing Board for each occurrence.
- B) The Governing Board shall appoint a representative at each meeting to enforce this policy.
- C) The Policy shall be announced at every meeting.

5. Marketing Procedures:

- A) Education Chair communicates and authorizes Marketing Committee Chair to promote the upcoming meeting not later than 30 days prior to the date of the upcoming meeting.
- B) Education Chair will provide the following information to Marketing Chair: (1) Speaker's name, photo, and bio (2) Sponsor's name(s), photo(s), and company logo(s) (3) All information regarding the program including headline title and subject of the presentation. (4) Provide names and titles of the next two upcoming month's meetings (5) Promote upcoming Business Resource Meetings in the form and manner prescribed by the Education Committee.

B. BUSINESS RESOURCE ANNUAL SPONSORSHIP:

- 1. An application for sponsorship will be made available to members by October of the current year for the upcoming year.
- 2. Sponsorship application includes the yearly benefits of the Annual Sponsorship as determined by the Governing Board (see attached Application for current benefits).
- 3. A completed application includes 1) an application form completed in its entirety and signed by the sponsor; 2) receipt of logos and or photos; 3) as it applies to bronze and diamond sponsors, a written 1st, 2nd, and 3rd choice of spotlight month preference.
- 4. Payment and a complete application must be submitted together to a member of the sponsorship committee no later than November 30th.

5. The spotlight month for each sponsor will be selected by the Sponsorship Committee.
6. Centerpiece sponsors unlimited; Platinum limit one per industry; gold limited two per industry; silver limited to three per industry; bronze and diamond unlimited by industry but not to exceed 16 combined per annum
7. No refund for cancellation after December 31st.
8. When any month includes multiple sponsor spotlights, they shall be drawn from non-competing fields.
9. Annual Sponsor Levels and prices shall be PLATINUM \$2500.00; GOLD \$2000.00; SILVER \$1000; BRONZE \$500.00; DIAMOND \$250.00. Additionally a CENTERPIECE sponsorship at \$200 per meeting shall be offered.

C. ANNUAL BUDGET:

1. The Budget and Finance Committee shall formulate a projected budget for the following year by December 1st.
2. The Governing Board shall approve a budget no later than January 15th.

D. FINANCIAL MATTERS:

1. Each Committee Chair shall present to the Budget and Finance Committee a summary of expenses and recommendation for projected budget, before December 1st.
2. The Budget and Finance Committee shall include the committee report in the final budget recommendation to the Governing Board.
3. Any unbudgeted expense or financial commitment shall be first presented to the Budget and Finance Committee for review and then forwarded with the recommendations to the Governing Board to be acted upon.
4. The Governing Board must approve any contract or financial commitment. The Governing Board will authorize 2 signors, if required.
5. Two signors are required on every check issued by the chapter.
6. Immediately following any meeting or event, at least 2 members shall count funds received, if any, and complete and acknowledge a Chapter Cash Receipt Form. Funds and completed form shall be given to the Treasurer to confirm and deposit.

E. CHAPTER NEWSLETTER:

1. A chapter newsletter will be published online, at least 4 times per year.
2. Sponsorships shall be available at the cost of \$25.00 per issue per 1/8 (business card size) page.

F. EDUCATION AWARDS PROGRAM:

1. Definition: A reimbursement for all or part of the fee for a class completed for any Real Estate Designation. The rate of reimbursement will be determined on a case-by-case basis by the Governing Board.
2. Qualifications: A qualified member is any member who has attended 2/3 or more of the most recent 12 Chapter Business Resource meetings AND has been an active participant in at least one committee.
3. Eligibility: Subject to approval by the Governing Board, any qualified member is eligible to apply once per year. Application shall be in writing on the form prescribed by the Committee.
4. Budget: The Governing Board will determine the budget annually.
5. Deadlines: Applications must be submitted within 45 days of the certificate date. Applications submitted after 9/1 will be considered for the following year.

G. STATE AND NATIONAL MEETINGS:

1. Members Eligible for Reimbursement:

- Governing Board: President and President Elect; Vice President of Membership; Treasurer and Secretary. President and President Elect; and VP of Membership will attend all meetings.
- Standing Committee Chairs: Standing Committee chairs will be eligible to apply for reimbursement for approved expenses for one (1) state meeting or a national meeting held in the state of California, per year.
- Qualified Member: A qualified member is any member who has attended 2/3 or more of the most recent 12 general membership meetings AND has been an active participant in at least one committee. The qualified member will be eligible for reimbursement for registration fees for any State or National Meeting. To be eligible for reimbursement, application must be filed with and approved by the Governing Board, 60 days PRIOR to the meeting for which reimbursement is requested.

2. Travel Allowance:

- A travel allowance shall be approved by the Governing Board for each State and National Meeting at least 60 days prior to each meeting and shall be based on the recommendation of the Budget & Finance Committee.
- Approved travel allowance for each meeting shall be indicated on the Expense Reimbursement Request Form which will be available from the Treasurer at least 60 days prior to each meeting

3. Reimbursement Requests:

- Expenses will be eligible for reimbursement if the Member
 - Attended all assigned sessions and events of the WCR meeting to be reimbursed
 - Completes and submits a Meeting Recap Form, which is approved by the President and the Budget and Finance Committee
 - Submits a completed Expense Reimbursement Request Form with receipts attached
 - Submits completed Meeting Recap and Expense Reimbursement Form no later than 45 days after the end of the meeting
- Requests for reimbursement of expenses in excess of the approved travel allowance must be approved by the Governing Board; requests that do not exceed the approved travel allowance may be approved by the Budget & Finance Committee
- Late fees will not be reimbursed unless approved by the Governing Board.

H. MEMBERSHIP POLICY:

1. Membership Ratios: To comply with Article 4 of the Chapter Bylaws, with respect to membership ratios, any Affiliate membership must be accompanied by a minimum of two (2) new Realtor memberships.
2. Local affiliate dues are payable annually in January for the calendar year.
3. New local affiliate dues will be prorated for the first year from the month in which the member joins.
4. The Chapter will accept as secondary members, National or Local Affiliates who hold a primary membership in another Chapter, at the full membership fee that would otherwise apply.
5. A Membership Drive shall be conducted annually from September 1st through March 1st under the direction of the Membership Committee. All voting members of the Governing Board shall be ineligible to participate in any Membership Drive contest.

I. NOMINATION POLICY:

1. The Nominating Committee will consider the following when evaluating candidates for office:
 - a) Length of membership
 - b) Chapter and Committee Service
 - c) Meeting Attendance

J. CHARITABLE CONTRIBUTIONS:

1. Governing Board reserves the right to contribute a portion of the special events proceeds to a designated charity, but contribution shall not exceed 20%.

K. WEBSITE:

1. By-Laws, Standing Rules and any other such documents as approved by the Governing Board will be posted on the Chapter Website.
2. Governing Board Minutes will not be posted, but will be made available to members on request.

L. TRAVEL CONTRACT:

1. State and National Meetings: Members Eligible for Reimbursement, Travel Allowance Reimbursement Requests, and Travel Advance, as per **G.** of these Standing Rules. (see attached Travel Contract).

M. BOARD ELECTED POSITIONS AND RESONSIBILITIES:

These positions are appointed by the nominating committee (or non-appointed if a candidate has run from the floor on Election Day) and elected by the chapter membership.

PRESIDENT

The main role of the President is to preside over all meetings and events, ensuring that a quorum is attained and that the meeting is in compliance with parliamentary rules based on Robert's Rules of Order. Note: A minimum of Five (5) voting members make a quorum.

1. Appoints all committee chairs, except Nominating Committee, subject to the approval of the Governing Board.
2. Ensures that Chapter activities are not in conflict with Local Board of REALTOR® activities.
3. Disseminates applicable materials and information to officers/members.
4. Oversees ALL officer and committee activities and responsibilities.
5. Determines whether Governing Board Meetings are necessary each month. If it is determined that a Governing Board Meeting is needed, President will notice all Governing Board Members and Membership and provide an agenda 1 week prior to the meeting and will also send a reminder on the Monday prior to the meeting. All meetings will be scheduled prior to the monthly Business Resources meeting. In the event a meeting will not be held, President will notify the office staff where the meeting is held that meeting room set-up is not necessary.
6. No later than one week prior to each month's Business Resource meeting, seeks a participation agreement from WCR members at large to do flag salute and inspiration for that month's meeting.
7. No later than the Friday prior to each month's Business Resource meeting, provides agenda information to the Technology Chairperson to enable the creation of a PowerPoint slide.
8. Coordinates with the President-Elect and DVP in planning the Strategic Planning Meeting in October.
 - a. Distributes nominating forms to all members at this meeting for Entrepreneur of the Year; REALTOR®-REALTOR®-Associate Member of the Year; and Affiliate Member of the Year. Collects and forwards completed forms to the Nominating Committee Chairperson.
9. Any additional items as outlined in the Standing Rules and Bylaws.

PRESIDENT-ELECT

Reports to: President

The main role of the President-Elect is to prepare for presidency.

1. In the absence of the President, the President-Elect presides over any meetings or events.
2. The President-Elect automatically succeeds to the President the following year.
3. The President-Elect is responsible for producing the chapter's Annual Report and will provide a "points" status update at each Governing Board Meeting.
4. The President-Elect attends Leadership Academy in August.
5. Coordinates the following committee activities: Education & Programs Committee; Marketing and Communications Committee; and Technology Committee.
6. Any additional items as outlined in the Standing Rules and Bylaws.

VICE PRESIDENT, MEMBERSHIP

Reports to: President

1. Plan a Chapter membership campaign that encourages and challenges members to recruit new members.
2. Develop strategies for periodic recruitment efforts throughout the calendar year.
3. Attend the Budget and Finance Committee's annual Projected Budget Meeting (which takes place in October/November, OR prior to this meeting taking place provide input to the Budget and Finance Committee as to future financial needs of the Membership Committee to achieve the goals of the membership for the following year.
4. Plan for recognition of new members at Chapter meetings.
5. Retain existing membership and re-recruit "dropped" members.
6. Notify National WCR and State and Local officers of changes of status or address of members.
7. Compile and send a print, email or Web based Chapter Roster to all members.
8. Before distributing membership applications to prospective members, complete the dues amounts on the application and the name of your Chapter. These steps will ensure speedier and more accurate processing by National WCR.
9. Pre-quality candidates for National Affiliate membership. Make sure your Chapter is under the 30% limit and the individual holds membership in a Local Board of REALTORS®.
10. Take steps to ensure that all affiliates have complied with requirement to recruit two new realtor members in order to qualify their membership in WCR.
11. Coordinates the following committee activities: Membership Committee Chairperson and Reservations Committee Chairperson.
12. Any additional items as outlined in the Standing Rules and Bylaws.

SECRETARY

Reports to: President

1. The Secretary shall take the minutes of each Governing Board Meeting and keep an accurate record of attendees and all motions made at these meetings.
2. The Secretary will publish the minutes on the suggested format for minutes of meetings and forward to the President within 1 week after the meeting.
3. The Secretary shall send in to National WCR the names and addresses of newly elected officers immediately upon election, and not later than the November 1st deadline date.
4. Should there be any changes during the year (name and/or address) of chapter members, these changes should be sent in to National WCR as soon as possible.
5. In the event of a “no show” at the business resources meeting, the Secretary will send out a letter on behalf of the President within 3 days notifying the “no show” of payment that is still due.
6. After each annual election, the Secretary will prepare a letter to the Chapter Bank(s) to notify them of the next year’s elected officers and authorized bank account signatories, which shall consist of the President, President-Elect, Treasurer and any other officers designated by the Governing Board.
7. Any additional items as outlined in the Standing Rules and Bylaws.

TREASURER

Reports to: President

The Treasurer is responsible for the chapter bookkeeping and financial reporting.

1. The Treasurer will provide support, leadership, guidance and information to the Sponsorship Committee Chairperson, if needed, to further sustain the ongoing existence of good business relationships and support from the chapter’s potential sponsors, ensuring that sponsorship opportunities are handled fairly and without the involvement of personal bias. The Treasurer will be THE single source in determining priority of receipt of sponsorship moneys.
2. In October/November, works with the Budget and Finance Committee Chairperson to develop the projected fiscal year’s Annual Budget.
3. Records are kept in an account book showing all receipts and disbursements.
4. Provides a Treasurer’s Report of current status at all regular chapter Governing Board Meetings.
5. Maintains custody of and is accountable for all Chapter funds and makes collections and disbursements as may be directed by the President or Governing Board in accordance with an Approved Budget, current Bylaws and Standing Rules.
6. During the first quarter of each year, the Treasurer’s books shall be audited by a committee appointed by the President.
7. Coordinates the following committee activities: Sponsorship Committee Chairperson; Ways & Means Committee Chairperson; Finance & Budget Committee Chairperson.
8. Any additional items as outlined in the Standing Rules and Bylaws.

N. STANDING COMMITTEES AND RESONSIBILITIES:

These positions are voting positions at Governing Board Meetings and are positions appointed by the President. Committees must consist of not fewer than three (3) members, including the committee chair and optimally must include one Realtor member..

BYLAWS & STANDING RULES COMMITTEE CHAIR

Reports To: President

Maintain current standing rules and recommend amendments as needed.

EDUCATION & PROGRAM COMMITTEE CHAIR

Reports To: President-Elect

1. Plan eight (8) program speakers for Business Resource Meetings that will increase members’ productivity and income in compliance with the five areas of professional development outlined in the annual report: 1) Technology; 2) Diverse Markets; 3) Leadership Skills; 4) Economy and Demographics; 5) Civic Environment; and 6) Business Development.
2. Project a yearly Education and Program Committee budget to cover the anticipated cost of speakers, and provide this to the Finance & Budget Committee Chairperson at the annual Budget Meeting, or in October, prior to the meeting.
3. Prior to scheduling the program speakers, obtain suggestions and recommendations for speakers, and obtain approval in advance of contract ratification or speaker booking from the Governing Board members.
4. The Education Chair will provide the following information to the Marketing & Communications Chairperson:
 - a. Speaker’s name.
 - b. Sponsor’s name(s), photos and company logos(s)
 - c. All information regarding the program(s) including headline title and subject of the presentation.

Said information will be provided within the following timeframe and within the following scheduled rotation:

<u>No Later Than</u>	<u>Information will cover speakers/events for these Months</u>
March 1	April, May, June 2012
June 1	July, August, September 2012
September 1	October, November, December 2012
December 1	Jan, Feb, Mar 2013

5. Any additional items as outlined within the chapter's Standing Rules and Bylaws.

FINANCE & BUDGET COMMITTEE

Reports To: Treasurer

1. Formulate a projected annual budget for the following year by December 1, and obtain approval by the Governing Board no later than January 15th.
2. When creating the projected annual budget, obtain input from each committee member as it pertains to the projected financial needs of their committee for the upcoming year.
3. Initiate committee meetings at end of April, August and November to determine actual costs-to-budget, and report status at Governing Board meetings.

MEMBERSHIP COMMITTEE CHAIR

Reports To: VP Membership

Encourage unity and friendship within the Chapter by implementing membership campaigns and activities as directed by VP Membership.

NOMINATING COMMITTEE CHAIR

Reports To: President

1. Immediate Past President serves as Nominating Committee Chair and is an advisor to the President.
2. This position is also responsible for chairing the Past-Presidents' Club.
3. From the nominations collected at the October Strategic Planning meeting, the Nominating Committee is responsible for selecting 1 award recipient(s) for Entrepreneur of the Year; 1 recipient(s) for REALTOR®/REALTOR®-Associate Member of the Year, and 1 recipient(s) for Affiliate Member of the Year to be announced in the January meeting.

WAYS & MEANS COMMITTEE CHAIR

Reports To: Treasurer

1. Recruits event co-chairs and committee members, and provides group leadership and guidance to logistically plan and implement the event to its completion.
2. Project a yearly Ways & Means Committee budget to cover the anticipated cost of the next year's planned events, and provide this to the Finance & Budget Committee Chairperson at the meeting, or in October, prior to their Annual Budget Meeting.
3. Recommends fundraising programs to Governing Board for approval.
4. Responsible for recommending annual mid-year and holiday event sponsorship opportunities and developing ideas for revenue-generating events.
5. Reports to the Treasurer to affirm compliance with each event's budget vs. actual cost.
6. Any additional items as outlined in the Standing Rules and Bylaws.

SPECIAL COMMITTEES

These are non-voting board positions and are positions appointed by the President. Special Committees must consist of not fewer than three (3) members, including the committee chair (except where noted), and optimally include at least one Realtor member.

AUDIT CHAIRPERSON

Reports To: President

This chairperson does not have committee members, but rather meets with the Treasurer and President-Elect to conduct an audit of the Treasurer's records once a year. The Audit chairperson shall conduct the Audit in compliance with the then effective Local Chapter Audit Program and submit a written report to the Governing Board.

STRATEGIC PLANNING COMMITTEE CHAIR

Reports To: President

Develop Strategic Plan to move the Coastal West Orange County Chapter forward by providing local programs and activities to promote the personal and professional development and advancement of its members in accordance with the platforms and high standards of professionalism of both the California Women's Council and the National Women's Council. Plan will help us articulate the Women's Council brand to our REALTOR® and Affiliate members.

HOSPITALITY & VENUE COMMITTEE CHAIR

Reports To: President

1. Assists President in: a) negotiating a contract agreement for venue location to include securing dates and cost for 8 business resource meetings and 1 strategic planning meeting; and b) In advance of each monthly meeting, coordination of the menu and event preparation with the venue's on-site sales director and/or staff:
 - Round tables of 8 or 10 (sufficient number to accommodate the number of attendees)
 - 3 Eight-foot tables
 - Podium
 - US & CA flags (left to right)
 - Projection Screen
 - Quarter round table
 - Set Centerpieces (assist the centerpiece sponsor as needed)
 - Easel for Sponsors
2. Welcome newcomers to Chapter Meetings and introduce them to the members.
3. Encourage unity and friendship within the Chapter.
4. Communicate on behalf of the Chapter with members who are ill or bereaved.
5. Welcome speaker, assist with peripheral materials or speakers needs.
6. Hand out program evaluation forms and collect the completed forms from attendees at the end of each meeting. Forward the completed forms to the President.
7. Prior to the meeting start, greets attendees and provides a warm welcome.
8. Recruit Ambassadors – to help greet at door and direct attendees to table, make introductions. Also, ambassadors can step in for chairman if needed.

SPONSORSHIP COMMITTEE CHAIR

Reports To: Treasurer

Obtain and develop sponsorship opportunities for the chapter.

1. Promote sponsorship opportunities as outlined in the Sponsorship Brochure.
2. The Sponsorship Committee will coordinate closely with the Treasurer to confirm the availability of sponsorship levels PRIOR TO receipt of a completed sponsorship application and payment.
3. The Sponsorship Committee will work collectively as a group to ensure all potential sponsors are provided an equal opportunity to provide a sponsorship, and that business relationships are unbiased.
4. The Sponsorship Committee will accomplish this (in part) by stating to a prospective sponsor that sponsor's full payment secures position in the limited availability of sponsorship levels per industry. No holding position based on verbal promises or partial payments.
5. Payment AND a complete application must be submitted together to a member of the Sponsorship Committee no later than November 30.
6. A complete sponsorship application includes, 1) an application form completed in its entirety and signed by the sponsor; and 2) receipt of logos and/or photos; and 3) as it applies to Bronze and Diamond sponsors, a written 1st, 2nd, and 3rd choices of spotlight month preference.
7. The Sponsorship Committee Chairperson will forward sponsorship logos/photos to
 - a. The Marketing & Communications Chairperson (for promotional postcards/flyers and meeting table place card),
 - b. The Technology Chairperson (for PowerPoint slides and website link icon)
 - c. The President (for file).
8. Any additional items as specified in the Standing Rules and Bylaws.

RESERVATIONS COMMITTEE CHAIR

Reports to: VP Membership

For Business Resource Meetings, Strategic Planning Meeting, Officer Installation and other chapter events:

1. Issues electronic invitations to all members (using EventBrite)
2. Manages reservations and reports projected attendance to President prior to each meeting/event.
3. Manages the check-in table at each meeting/event including the collection and accounting of members' meeting fees, and deposits funds received to Treasurer.
4. Notifies the President and the venue's catering staff person of the projected "final headcount" attendance no later than the Monday prior to the meeting/event date.
5. No later than 3 days after the meeting, reports the "no shows" to the President so President can notify the Secretary to send out a "Reservation Made is a Reservation Paid" collection due letter.

TECHNOLOGY COMMITTEE CHAIR (Website and Online Presence) **Reports To: President-Elect**
Committee shall include President-Elect and President, who will be co-administrators on WCR Facebook page and website.

1. Set up projector at each Business Resource Meeting.
2. Project a yearly Technology budget to cover the anticipated cost of the next year's Technology goals, and provide this to the Finance & Budget Committee Chairperson at the meeting, or in October, prior to their Annual Budget Meeting.
3. Around January 1 of each year, add sponsor logos on the website for Silver, Gold and Platinum sponsors. Add a logo(s) to the website banner for Platinum sponsors.
4. Create rotational PowerPoint slides, including sponsor logo slides and each month's meeting agenda.
5. Provide meeting's speaker with visual slide assistance, as may be needed.
6. Each month, forward a copy of the meeting agenda slides (including the mission statement) to the President-Elect (for inclusion to the Annual Report).
7. After each meeting and event, obtain photos taken by the Chapter Photographer, and publish them on the chapter's Facebook page and website.

MARKETING & COMMUNICATIONS COMMITTEE CHAIR **Reports To: President-Elect**

1. Promote and maintain a favorable image of Women's Council in the real estate and general community via print advertising (flyers and postcards), newspaper PR articles.
2. Project a yearly Marketing & Communications Committee budget to cover the anticipated cost of the next year's marketing goals, and provide this to the Finance & Budget Committee Chairperson at the meeting, or in October, prior to their Annual Budget Meeting.
3. Interface with the Newsletter Chairperson to insure the chapter newsletter is created quarterly, then coordinate with the Technology Chairperson for its publication on the chapter website and WCR Facebook. Also, coordinate electronic distribution (via email) to local chapter members.
4. Work closely with the Education Chairperson, the Sponsorship Chairperson, and a computer graphics/printer professional to create quarterly postcards which promote upcoming programs and events. Make sure all quarterly meeting promotional materials include all sponsor logos in addition to the speaker information/photos/logos. Said quarterly postcards/flyers will be published within the timeframe specified in Item 4 under the Education and Program Committee section.
5. In July, interface with the Nominating Committee Chairperson to create a flyer which publishes the list of nominated officer candidates. Promote this flyer (via print and email) during the months of July and August to encourage attendance at the elections meeting to be held in August.
6. Coordinate and obtain photographs taken by the chapter's photographer, and ensure they are distributed to the Technology chairperson, newsletter chairperson and the President. Forward photographs to newspaper for PR articles, as the opportunity may arise.
7. Oversees activities by the chapter's Newsletter Chairperson and Photography Chairperson.

NEWSLETTER EDITOR **Reports To: Marketing & Committee**

This is not a committee, but rather one person, and this position may be assumed by the Marketing-Communications Chairperson.

1. Solicit articles for the quarterly chapter newsletter.
2. Include (as part of the sponsorship agreement) logos for Gold and Platinum sponsors on each newsletter.
2. Solicit sponsorships for the quarterly chapter newsletter.
3. Format submissions into a final newsletter.
4. Disseminate Newsletter in electronic format to President and Marketing Chairperson, plus print 5 to 10 copies to have available at meetings.
5. Bill sponsors and collect payments; forward payments to Treasurer.

PHOTOGRAPHER **Reports to: Marketing & Committee Chair**

This is not a committee, but rather 1 person, and this position may be assumed by the Marketing-Communications Chairperson.

1. Take digital photographs of attendees and speakers at each chapter meeting and event.
2. Forward pictures to the Marketing and Communications Chairperson.