

ROLES AND RESPONSIBILITIES



**St. Louis Chapter
of the
Risk and Insurance
Management Society, Inc.
(RIMS)**



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PRESIDENT

ROLE:

- Keep the Chapter focused on setting and maintaining goals;
- Oversee Officers, Directors and Committees;
- Maintain operations of the Chapter; and
- Preside at all meetings of the Chapter and enforce all bylaws and regulations relating to the Chapter.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This is an Executive Officer role and a voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibilities / Tasks	Details	Commitment	Backup / Resources
Lead Board Meetings	Create agenda Conduct meeting (typical video/phone)	1 hour every 6-8 wks	Vice President
Lead Chapter Events	Typically in person. Preside over event. Speaker introductions.	2-3 hours monthly	Vice President
Lead Annual Planning Meeting	In person. Create agenda. Book venue.	4 hours annually	Officers
Transition with Incoming / Outgoing Role	Review President roles and responsibilities with incoming President.	As needed	N/A
Maintain Chapter Account List	Manage and maintain list of Chapter accounts / credentials / passwords	As needed	N/A
Manage Chapter Contracts	Tax Consultant, Website Administrator Obtain consensus from BOD	8 hours per year	Executive Officers
MO Secretary of State	Update address/contact details, if needed. Renew on-line. Reminder to stlrims@gmail.com.	Renews November each year	Treasurer Admin Director
Financials	Review access to bank & payment accounts – monitor access. Remove/Add.	1 hour/year January	Treasurer Admin. Director



Lead Nominations Committee	Create agenda. Conduct meeting.	1 hr / mo Oct, Nov, Dec	Nominations Cmte
Update BOD Slate	Send to RIMS National. Post on website.	1 hour January	Nominations Cmte Secretary
Attend RIMS Chapter Leadership Calls / Meetings	All Officers when possible	Varies	RIMS Society
RIMS National Liaison	Liaison between Chapter and RIMS National. Relay important items to the Chapter.	2 days January	Vice President Past President
Coordination with other RIMS Chapters	Programs, Social, Cross-promotions	Varies	Social Director
President's Message	Create President's Message and provide to Website Administrator	1 hour / year	Web Admin Secretary

QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Knowledge of RIMS and Chapter By Laws;
- Annual confirmation of the Chapter's Code of Conduct;
- Served at least one term in another officer position, preferably one term as Treasurer;
- Ability to lead and delegate;
- Communicate effectively; and
- Responsive and organized.

MEASURES OF SUCCESS:

- Increased membership and participation in Chapter events;
- Committees are active and growing; and
- Chapter meetings are held efficiently and problems are handled in a timely manner.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



VICE PRESIDENT

ROLE:

- Assist the President in coordinating and directing committee activities / operations;
- Serve as primary backup for the role of President;
- Assist the President in the administration of all business of the Chapter; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This is an Executive Officer role and a voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person. Assist President.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Nominations Committee	Participate on Committee	1 hr / mo Oct, Nov, Dec	Nominations Committee
Education Committee	Create agenda Conduct meeting (typical video/phone)	1 hr / mo Oct, Nov, Dec	Education Committee
Transition with Incoming / Outgoing Role	Review Vice President roles and responsibilities with incoming Vice President	As needed	N/A
Assist President	Assist President with tasks assigned or requested	As needed	President



QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Knowledge of RIMS and Chapter bylaws;
- Annual confirmation of the Chapter's Code of Conduct;
- Served at least one term in another officer position, preferably one term as Treasurer;
- Ability to delegate; and
- Public speaking ability.

MEASURES OF SUCCESS:

- Increased membership and participation in Chapter events;
- Committees are active and growing; and
- Chapter meetings are held efficiently and problems are handled in a timely manner.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



TREASURER

ROLE:

- Oversee the Chapter's finances by accounting for the money received, spent, and invested by the Chapter;
- Maintain financial records and reconcile discrepancies, prepare annual budget with assistance from other Officers, prepare monthly financial statements;
- Provide financial information to support decision making;
- Ensure tax compliance; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This is an Executive Officer role and a voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Provide Treasury report at each meeting.	1 hour every 6-8 wks	Admin. Director
Attend Monthly Chapter Events	Typically in person.	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Monthly Financials	Prepare monthly financial reports	1 hr / mo	Admin. Director
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Nominations Committee	Participate on Committee	1 hr / mo Oct, Nov, Dec	Nominations Committee
Transition with Incoming / Outgoing Role	Review Treasurer roles and responsibilities with incoming Treasurer; complete the first monthly banking reconciliations and monthly financial reporting together. Transfer stlrimsr@gmail.com account to incoming Treasurer.	As needed	N/A



Chapter Year Budget	Prepare budget templates for committees (i.e., Special Events, Programs, Sponsorship, RRP); prepare overall Chapter budget	8 hrs / year	Admin. Director President
Venmo Account	On a monthly basis – record funds received, and bank fees collected by PayPal; run monthly transaction report; transfer funds monthly to bank account	1 hr / mo	Admin. Director President
Stripe Account	On a monthly basis – record funds received, and bank fees collected by Stripe; run monthly transaction report; transfer funds to bank account.	1 hr / mo	Admin. Director President
Tax Preparation	Assemble documents for tax preparation and serve as contact to Chapter's Tax Accountant.	4 hrs / year	Admin. Director President
Internal Controls	Review Internal Controls with Officers and Accountant.	1 hr / year	Chapter Officers and Accountant

QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Knowledge of RIMS and Chapter bylaws;
- Annual confirmation of the Chapter's Code of Conduct;
- Preferably served at least one term in another officer position; and
- Detail-oriented, good with numbers.

MEASURES OF SUCCESS:

- Financials are balanced and in order;
- All regulatory forms are filed and related fees are paid; and
- Board members are informed of the Chapter's financial standing on a regular basis.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



SECRETARY

ROLE:

- Record all official actions and maintain official records of the Chapter;
- Issue all notices of meetings;
- Serve as primary backup for the Vice President role; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This is an Executive Officer role and a voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Take minutes at each meeting. Tally & record all votes. Save to RIMS Google Drive	1.5 hours every 6-8 wks	N/A
Attend Monthly Chapter Events	Typically in person.	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person. Take minutes.	4 hours annually	Officers
Nominations Committee	Participate on Committee Record meeting minutes. Create ballot & send to membership. Tally votes.	1 hr / mo Oct, Nov, Dec	Nominations Committee
Education Committee	Participate on Committee Record meeting minutes.	1 hr / mo Oct, Nov, Dec	Education Committee
Update Board Slate & Letterhead	Send to RIMS National. Save to RIMS Google Drive	Annually January	Vice President
Transition with Incoming / Outgoing Role	Review Secretary roles and responsibilities with incoming Secretary	As needed	N/A
Code of Conduct	Administer confirmation by Board. Save to RIMS Google Drive	Annually January	Vice President



QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Annual confirmation of the Chapter's Code of Conduct;
- Knowledge of RIMS and Chapter bylaws; and
- Organized with attention to detail.

MEASURES OF SUCCESS:

- Chapter records are well-organized and easily accessed;
- Meeting minutes are accurately recorded and timely distributed; and
- Overall Chapter business is in good order.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



PAST PRESIDENT

ROLE:

- In the absence of the President and Vice President, perform all the duties of the President;
- Counsel / assist the President in the administration of all Chapter business; and.
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This is an Executive Officer role and a voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour 8-12 wks	N/A
Attend Chapter Events	In person	3 hrs / qtr 4x / yr	N/A
Attend Planning Meeting	In person. Assist President.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Nominations Committee	Chair Committee	1 hr / mo Oct, Nov, Dec	Nominations Committee
Transition with Incoming / Outgoing Role	Review Past President roles and responsibilities with incoming PastPresident	As needed	N/A
Assist President	Assist President with tasks assigned or requested	As needed	President
Golf Committee	Chair Committee	12hrs / year	President

QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Knowledge of RIMS and Chapter bylaws;
- Annual confirmation of the Chapter's Code of Conduct;
- Previously served as President of the Chapter; and



- Public speaking ability.

MEASURES OF SUCCESS:

- Smooth transition of office to incoming President;
- Mentor other new Directors; and
- Continuity of Chapter principles and practices.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



MEMBERSHIP DIRECTOR

ROLE:

- Manage membership records;
- Welcome new members to the Chapter;
- Primary backup for the Secretary role; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This role is voting member of the Chapter Board.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour 8-12 wks	N/A
Attend Chapter Events	In person	3 hrs / qtr 4x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Nominations Committee	Participate on Committee	1 hr / mo Oct, Nov, Dec	Nominations Committee
Transition with Incoming / Outgoing Role	Review roles and responsibilities with incoming Membership Director.	As needed	TBD
Membership List	Receive updated list from RIMS National. Save to RIMS Google Drive.	1 hr / mo monthly	TBD
Welcome New Members	Send welcome emails to new members.	as needed	TBD
Member Outreach	As needed or requested by the Board.	as needed	TBD

QUALIFICATIONS:

- Regular (Organizational, Professional, or Individual) Member of the Society;
- Knowledge of RIMS and Chapter bylaws; and



- Annual confirmation of the Chapter's Code of Conduct.

MEASURES OF SUCCESS:

- Improved membership participation
- Retention of existing members; and
- Accurate mailing lists

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



CHAPTER ADVOCACY AMBASSADOR

ROLE:

- Build greater support at the chapter level for RIMS public policy priorities;
- Assist their chapter in preparing comment letters to federal agencies and/or Members of Congress in support of RIMS public policy priorities;
- Gather input (and data) from chapter members about issues that the Public Policy Committee and RIMS staff are following;
- Gather suggestions from chapter members about emerging risk management issues that their companies are dealing with or that state agencies/legislatures are considering;
- Answer chapter members' questions about public policy issues and work with their fellow chapter officers to develop chapter programming on these topics;
- On occasion, attend RIMS annual Legislative Summit in Washington, DC; and
- Work with RIMS staff to organize separate group visits by chapter members to Washington to meet with federal government officials and Congressional staff.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Education Committee	Participate on Committee	1 hr / mo Oct, Nov, Dec	Education Committee
Transition with Incoming / Outgoing Role	Review roles and responsibilities with incoming Community Outreach Director.	As needed	N/A



Organize Community Events	Identify / organize / promote 1-2 outreach opportunities per year.	TBD	TBD
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QUALIFICATIONS:

- Knowledge of RIMS and Chapter bylaws;
- Annual confirmation of the Chapter's Code of Conduct; and
- Passion and interest for membership networking and community outreach

MEASURES OF SUCCESS:

- Support at local level for RIMS public policy priorities is established;
- Input, data, suggestions, and questions are gathered about emerging issues; and
- Awareness is brought to worthy causes.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



DIRECTOR-AT-LARGE

ROLE:

- Support the Chapter's Board and Committees in developing and executing its goals;
- Project management on a case-by-case basis, as necessary; and
- Duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This role may be a voting member of the Chapter Board (see below).
 - Voting Member: Regular / Retired / Associate Member of the Society.
 - Non-Voting Member: All others
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Back Up Board Positions	Back up other Board Positions	As needed	N/A
Nominations Committee	Participate on Committee	1 hr / mo Oct, Nov, Dec	Nominations Committee
Golf Committee	Participate on Committee	4hrs / year	TBD
Special Projects	Special projects as needed	As needed	N/A

QUALIFICATIONS:

- Knowledge of RIMS and Chapter bylaws; and
- Annual confirmation of the Chapter's Code of Conduct.

MEASURES OF SUCCESS:

Risk and Insurance Management Society, Inc. (RIMS)
St. Louis Chapter



- Collaboration among Board Members; and
- Efficient and timely completion of special projects

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



ADMINISTRATIVE DIRECTOR

ROLE:

- Handle sign-in sheets and name tags at Chapter events;
- Serve as primary backup for the Treasurer role; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This role may be a voting member of the Chapter Board (see below).
 - Voting Member: Regular / Retired / Associate Member of the Society.
 - Non-Voting Member: All others
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Transition with Incoming / Outgoing Role	Review roles and responsibilities with incoming Administrative Director.	As needed	N/A
Registration	Attendee Registration & Name Tags	TBD	TBD
Assist Treasurer with: Monthly reports, Budget, Tax Preparation, Internal Controls	On a monthly basis – record funds received, and bank fees collected by PayPal; run monthly transaction report; transfer funds monthly to bank account	1 hr / mo	Treasurer

QUALIFICATIONS:

- Knowledge of RIMS and Chapter bylaws;
- Annual confirmation of the Chapter's Code of Conduct;
- Organized and detail-oriented, good with numbers.



MEASURES OF SUCCESS:

- Financials are balanced and in order;
- All regulatory forms are filed and related fees are paid; and
- Board members are informed of the Chapter's financial standing on a regular basis.

BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



SOCIAL DIRECTOR

ROLE:

- Plan networking and social events for the Chapter; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Social Committee	Attend Committee Meetings	1hr / qtr	Web Master
Transition with Incoming / Outgoing Role	Review roles and responsibilities with incoming Social Director.	As needed	N/A
Event Planning	Plan social events – determine venue, budget, food, beverage, etc.	TBD	Web Master

QUALIFICATIONS:

- Knowledge of RIMS and Chapter bylaws; and
- Annual confirmation of the Chapter's Code of Conduct.

MEASURES OF SUCCESS:

- Increased meeting attendance;
- Positive feedback regarding presentations and venues; and
- Expanded network of members, partners, and associated organizations.

BENEFITS:

Risk and Insurance Management Society, Inc. (RIMS)
St. Louis Chapter



- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



WEB MASTER

ROLE:

- Ensure the smooth operation of the Chapter website;
- Facilitate all online marketing and social media postings; and
- Other duties as occasionally assigned by the President or Board of Directors.

DETAILS:

- This role is elected by the Chapter membership at its Annual Meeting.
- This role may be a voting member of the Chapter Board (see below).
 - Voting Member: Regular / Retired / Associate Member of the Society.
 - Non-Voting Member: All others
- The term is one (1) year beginning on January 1st. Successive terms may be held upon election by the Nominations Committee.

RESPONSIBILITIES AND TASKS:

Responsibility / Task	Details	Commitment	Backup / Resources
Attend Board Meetings	Participate in meeting (typically video/phone). Lead meeting in President's absence.	1 hour every 6-8 wks	N/A
Attend Chapter Events	Typically in person. In President's absence, preside over event & introduce speaker(s).	1 hr / mo Aprox. 8x / yr	N/A
Attend Planning Meeting	In person.	4 hours annually	Officers
Maintain RIMS Google Drive	Add documents to RIMS Google Drive, as appropriate.	1-2 hours each year	N/A
Social Committee	Attend Committee Meetings	1hr / qtr	Web Master
Transition with Incoming / Outgoing Role	Review roles and responsibilities with incoming Social Director.	As needed	N/A

QUALIFICATIONS:

- Knowledge of RIMS and Chapter bylaws; and
- Annual confirmation of the Chapter's Code of Conduct.

MEASURES OF SUCCESS:

- Increased meeting attendance;
- Positive feedback regarding presentations and venues; and
- Expanded network of members, partners, and associated organizations.

Risk and Insurance Management Society, Inc. (RIMS)
St. Louis Chapter



BENEFITS:

- Gain experience serving on a Board;
- Play a key role in shaping the Chapter's future;
- Opportunities to network on different levels; and
- Improve general business skills.



NOMINATIONS COMMITTEE

MEMBERS:

The Nominations Committee is led by the Past President and consists of the following Board members:

- Executive Officers:
 - Past President;
 - Vice President;
 - Treasurer;
 - Membership Director;
 - Web Master
 - Director(s) At Large
- Additional BOD members as available, ensuring an odd number of votes.

RESPONSIBILITIES:

- Current and prospective board member outreach;
- Identify gaps and needs;
- Conduct election for future slate; and
- Confirm slate of future term(s).

TIME COMMITMENT:

- October, November and December for no longer than 30 minutes each.



EDUCATION COMMITTEE

MEMBERS:

The Education Committee is led by the Vice President and consists of the following Board members:

- Vice President;
- Secretary; and
- Chapter Advocacy Ambassador.
- Additional Board Members, as interests and time permits.
- Additional volunteers from the risk and insurance industry from various other classes of membership – honorary, educational, student, transitional, associates, and/or retired.
- The President may attend and support the Education Committee as needed.

RESPONSIBILITIES

- Ongoing communication with department heads at universities for which the Chapter benefits;
- Promote student initiatives;
- Promote internship opportunities;
- Encourage mentor / mentee relationships; and
- Present to the Board a recommendation for scholarship contributions (most of which results from the Chapter's annual golf fundraiser).

TIME COMMITMENT:

The Education Committee meets at least quarterly. One meeting must be held within two months of the annual golf fundraiser.



SOCIAL COMMITTEE

MEMBERS:

The Social Committee is led by the President and consists of the following Board members:

- President;
- Social Director; and
- Web Master.
- Additional Board Members, as interests and time permits.
- Additional volunteers from the risk and insurance industry from various other classes of membership – honorary, educational, student, transitional, associates, and/or retired.

RESPONSIBILITIES

- Ongoing communication community sponsors, partners, venues, etc.;
- Promote interpersonal and digital presence;
- Ensure consistent branding;
- Encourage collaboration across competitive boundaries; and
- Present to the Board recommendations for chapter events, fundraisers, and social gatherings.

TIME COMMITMENT:

The Education Committee meets at least quarterly.



GOLF COMMITTEE

MEMBERS:

The Social Committee is led by the Past President and consists of the following Board members:

- Past President;
- President; and
- Directors At Large
- Additional Board Members, as interests and time permits.
- Additional volunteers from the risk and insurance industry from various other classes of membership – honorary, educational, student, transitional, associates, and/or retired.

RESPONSIBILITIES

- Handle virtually all aspects of planning and organizing the annual golf outing, including but not limited to:
 - Coordination of events with the venue (food, golf carts, signage, etc.)
 - Solicitation of sponsorships
 - Solicitation of golfers / foursomes
 - Collection of prizes / giveaways
 - Coordination of volunteers
 - Recommend distribution of golf funds to educational institutions

TIME COMMITMENT:

The Education Committee typically meets monthly in the 3-4 months leading up to the golf event. All meetings are generally held via electronic means.