

# **VOLUME 2 - COMMITTEES**

## **VOLUME 2**

### **PART A - FUNDING GUIDE LINES**

**A. CODE OF ETHICS:** As noted in Volume 1, Part B.

**B. RESPONSIBILITY OF EACH COMMITTEE:**

1. Duties:

- a. Provide Treasure with budget figures so he/she can establish the new budget for each new fiscal year.
- b. Make a formal presentation to the Board with the committees full budget including expenses, income, estimated attendance count, fund raising package, etc. when funds are \$500 or more. Acquire Board approval of the budget.
- c. When spending exceeds Board approved budget by \$100 or more, get approval of the Board of Directors prior to proceeding, and provide a revised full budget break down.
- d. Fund raising is one of the ways the Chapter gets money to provide education, seminars, festivities, etc. When putting a package together to present to potential sponsors, get approval of other committees that are affected. (ie. Newsletter advertisement, etc.) Coordinate with the Marketing committee so a sponsor is not solicited more than once a year, if at all possible.
- e. For the awards and holiday festivities, fund raising is crucial, although it is not the intent to spend all the funds raised if more money is brought in than the Board approved for the budget. This is a good situation for the Chapter to be in, and the funds would go into the Chapter's general fund. The Chapter needs to be very careful to act ethical and business wise with the sponsor's money and not appear to be spending it excessively on a lavish party.

**END OF PART**

**VOLUME 2**

**PART B - STANDING COMMITTEES**

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-I MEMBERSHIP**

**A. MISSION:** To encourage new members to attend meetings, grow the chapter, and maintain the membership.

**B. RESOURCES:**

1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
2. Past Membership Chair(s).
3. Institute's different publications and the "Quarterly News Digest".
4. West Region Membership Chair.
5. Other Chapter's membership chairpersons.

**C. REFERENCE TOOLS:**

1. CSI Administrative References found on Institute's website.
2. Chapter Membership Chairman's Guide found on Institute's website.

**D. COMMITTEE:**

1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
3. Chair shall train the committee members to fill the chair position when the chair moves on.

## **E. RESPONSIBILITIES OF COMMITTEE:**

1. Duties:
  - a. Pursue inquiries for membership.
    - (1) Send potential members inquiries with a response letter and application packet. Follow up on inquiries.
  - b. Recruiting and retaining.
    - (1) Review Institute's web site with Chapter rosters, other documents and West Region Membership Chairman's reports. All of these are useful tools to assist in locating potential new members and provide suggestions for ideas and techniques to use in recruitment.
  - c. Put together new membership packets and distribute to potential new members. Good to give to Chapter Board Members to pass out too.
    - (1) Packet to contain Chapter roster, current newsletter, Chapter's web site address, Institute's web site address, West Region leaders, West Region's web site, etc. Other possible inclusions could be; promotional literature for Chapter sponsored seminars, trade shows, and Region activities.
  - d. Acquire membership applications forms and promotional literature from Institute and make them available at monthly meetings.
2. Maintenance:
  - a. New members:
    - (1) Introduce new members at Chapter meeting. Present new member with a CSI lapel pin.
    - (2) Acquire current Chapter membership information from Institute's web site.
    - (3) Retrieve current Chapter roster from Institute's website monthly, to show the list of new members and send that information to the Editor, Webmaster, President, and Operating House Chair.
      - A) Provide new member information to Editor for inclusion in newsletter.
      - B) Provide new member information to President for welcome letter.
      - C) Provide new member information to Webmaster for updating member roster on website.
      - D) Provide new member information to Webmaster for updating distribution list for sending out newsletter after posting it on the website.

- E) Provide new member information to Operating House Chair for updating distribution list for sending out the monthly chapter meeting announcements, unless distributed by someone else.
- b. Monthly report at Board meetings on the status of Chapter membership:
  - (1) Number of new members added this month.
  - (2) Total new members added for the fiscal YTD.
  - (3) Rolling twelve month retention rate.
  - (4) Total members.
  - (5) Total home chapter members.
- c. Send non-renewed members, (listed on the Institute's monthly computer printout) a letter to encourage renewal. Or call non-renewed members to inquire.
- d. Check for local members at large and call or coordinate with Board member to contact such members to see if they are aware of the Chapter and are interested in joining.
- e. Maintain a number of CSI lapel pins available for giving to new members. Membership chair is responsible for the safe keeping of the CSI lapel pins.
  - (1) Give remaining quantity to new Membership Chair when your term has been completed.
  - (2) Order CSI lapel pins as needed.
  - (3) Maintain records indicating quantity of units purchased, sold and in inventory.
  - (4) The Chapter, by action of the Board of Directors, has the right to sell CSI lapel pins to the members for profit.
- f. Maintain box of name badges for use at the monthly meetings and keep them up to date.
  - (1) Order new name badges for new members, as needed.
  - (2) Order new badges for members with a name change, firm affiliation change, etc. Member to reimburse Chapter for the new badge.
- 3. Options/ideas:
  - a. Set up a New Members Orientation meeting in accordance with recommendations from Chapter Administrative Guide in the CSI Administrative References.
  - b. Solicit new members for a short bio for publishing in the newsletter.

- c. Assigns a new member with a mentor from the Board.
  - d. Gather information about meetings of other construction related organizations within the Chapter's boundaries.
  - e. Coordinate committee/Board members to contact general membership on a monthly basis and invite/inform them to attend meetings.
  - f. Lunch box presentations at architectural, construction, and engineering firms about CSI and benefits of CSI membership and involvement.
4. Sources:
- a. Chapter letterhead and envelopes for correspondence, including form letters sent by the committee is obtained from the President.
  - b. Lapel pins are obtained from: DC Metro Chapter CSI; c/o David Metzger, FCSI, FAIA; Heller & Metzger PC; 11 Dupont Circle NW, Suite 601, Washington, DC 20036.
    - (1) Silver pins: \$7.50 for 25 or less; \$7.00 for 26 or more; plus postage. (We purchased 30 back in Feb. 2004 and ran out Sept. 2007).
    - (2) Confirm current costs and shipping with David at [davem@hellerandmetzger.com](mailto:davem@hellerandmetzger.com).
    - (3) They request that you mail a check and request the number of pins that you want to purchase on the Chapter's letterhead.
      - A) Include date, number of pins to be purchased, type of shipping, if you want something special, total being sent, and where to mail the pins to. Use that as an invoice and give a copy to the Treasurer for reimbursement.
      - B) Or, provide a written request for funds to Treasurer prior to mailing request off.
    - (4) Pin prices and ordering information are also in the annual Institute Services and Publications brochure.
    - (5) There are also gold pins, but those are for Fellows (FCSI) members only.
  - c. Name tags are obtained from: Safe Designs, Inc. (650) 508-2379 Richard Sievers.

## END OF SECTION

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-II TECHNICAL**

**A. MISSION:** This committee has been combined with Programs Committee, because this Chapter's membership prefers the technical programs over the other types for the majority of our programs.

**B. RESOURCES:**

1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
2. West Region Technical Chair.
3. Other Chapter's technical chairpersons.

**C. REFERENCE TOOLS:**

1. CSI Administrative References found on Institute's website.

**END OF SECTION**



## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-III EDUCATION**

- A. MISSION:** To provide education to the construction industry and community in accordance with CSI Institute's goal of providing knowledge for creating and sustaining the built environment.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Education Chair(s).
  3. Past Chair's committee binder.
  4. West Region Education Chair.
  5. Other Chapter's education chairpersons.
- C. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
  2. West Region Speakers Bureau.
- D. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
  3. Chair shall train the committee members to fill the chair position when the chair moves on.

## **E. RESPONSIBILITIES OF COMMITTEE:**

1. Duties:
  - a. Plan and organize educational seminars.
  - b. Educational seminars are a source of income for the Chapter.
  - c. Goal: Present seminars in one or more of the following formats, at least once a year, but more are encouraged.
    - (1) 4 hour seminar independent of regular meetings or,
    - (2) 6 to 8 hour seminar independent of regular meetings.
  - d. Select topic, speaker(s), and tentative dates for each seminar.
  - e. Arrange for site and facilities. Acquire associated costs.
  - f. Coordinate dates with Program Chair, and other major local, regional and national CSI events.
  - g. Arrange for site and facilities.
  - h. Establish budget and attendance numbers.
  - i. Make a flyer including a registration form to use to publicize the seminar.
  - j. Publicize seminar throughout the community. Provide to Webmaster for inclusion on our website.
    - (1) The more publicity and advertising the better the attendance.
    - (2) Send out e-mail blasts
    - (3) Advertise through local CSI chapters and other professional associations – AIA, Santa Clara Builders Exchange, etc.
    - (4) Help establish relationships with other professional associations, through which to advertise future seminars.
    - (5) Get flyer to editor for inclusion in newsletter.
  - k. Committee to collect registration forms, checks, and make list of attendees to assist with registration.
  - l. Register attendees at the seminar.
  - m. Work with venue for seating arrangements, audio needs of speaker, any visual aids, extension cords and small table for projector, screen or large wall to project image on, breaks, lunch (if served), and a registration table, any paper or pencil to be provided, etc.
  - n. Seek to increase awareness of the Chapter's educational resource to the community and the construction industry.
2. Past topics that have been successful:
  - a. Specification related topics, and writing principals.
  - b. New code updates.

- c. MasterFormat updates.
- d. Advance Plans Reading.

**END OF SECTION**

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-IVa PROGRAMS [TECHNICAL]**

- A. MISSION:** To establish programs for monthly dinner meetings.
- B. PURPOSE:** To provide Chapter meeting programs that are of general or technical interest to the membership in order to promote Chapter meeting attendance, learning, idea exchange and fellowship.
- C. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Program Chair(s).
  3. Program Spreadsheet.
  4. West Region Program Chair.
  5. Other Chapter's program chairpersons.
- D. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
  2. Chapter Programs Chairman's Guide found on Institute's website.
  3. West Region Speakers Bureau.
- E. COMMITTEE:**
1. General:
    - a. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
    - b. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.

- c. Chair shall train the committee members to fill the chair position when the chair moves on.
- 2. Specific:
  - a. Ideally in order to represent the membership, it is good if the committee could consist of both professional and industry members. Try to have a mix of recent members as well as “seasoned” members. The AIA Liaison Chair could also participate on the committee.
  - b. Committee or Chair can choose to give a related task to another member to give them experience in program organization and to begin to train them.
  - c. Historically the Chair of this committee stays for a while, but it is a goal that the Chair is training the committee members and that they will fill the chair position when the chair moves on.

#### **F. RESPONSIBILITIES OF COMMITTEE:**

- 1. Duties:
  - a. The Chair keeps and maintains the master list of all of the Program Titles, speakers names and contact information along with a list of potential future programs, unless a committee member has been assigned to do all of this and just reports progress to the Chair.
  - b. If the Chair elects to, the committee members and the Chair can divide up responsibilities for setting up the programs. Otherwise they may select to brain storm and then search for different speakers as a group.
  - c. It is best to plan the program topics in advance and a year out has been most successful.
  - d. Chair to attend Chapter’s “Strategic Planning Session” in order to obtain the Boards direction and goals for the year.
  - e. There are twelve chapter meetings per year. Ten are to be educational programs. The other two are the Holiday Party in December and the Awards Banquet in June put together by the Social Program Committee.
  - f. The committee should meet periodically during the year to develop program ideas and to assign responsibility for setting up specific programs. It’s always a good idea to have more topics than needed since it can be difficult to find speakers for specific topics.
  - g. In addition it is good to attempt to select a mix of topics, which would be of interest to the mix of Chapter members (i.e., some specifically product-oriented, general interest, more technical, and legal), which would include some topics currently “hot”, which would include some topics with the potential to be “technically

entertaining". The committee may also want to select and plan topics that would be appropriate for a joint meeting with other organizations. Historically joint meetings have been a good addition to the programs.

- h. As soon as a speaker is confirmed, inform the Chair and committee, and if desired Publications Committee and Webmaster so that the upcoming schedule can be published.

2. Special Tasks: (These are to help committee make a checklist or organize their time best):

- a. Speaker selection and organization of the program subject matter (including coordination with the Speaker until the program date).
- b. Preparation of the advertising flyer write-up about the program. This needs to be ready by the 28<sup>th</sup> of the month, two months prior to the program (e.g. by Aug. 28 for October's program). This changes from time to time, so confirm with the AIA SCV office. The flyer is sent to the AIA for advertising in AIA's Tracings and Continuing Education Learning Units Chair for AIA/CES LU registration. The flyer is also sent to the Publications Committee, President, Operating House Chair and the Chapter Webmaster. The information in the write-up should be short but presented in an up beat fashion and addressed to the community, so as to entice members and non-members to attend. When possible, bring copies of the flyer to the prior months meeting for advertising to attendees.
- c. Arrangements and Introductions the night of the program.
- d. Submission of program costs for reimbursement to the Treasurer, if any.
- e. Make sure that the technical programs presented are generic and not a sales pitch for specific products. This does not rule out having a manufacturer present a program as long as the presentation is generic. The majority of programs should qualify for AIA/CES LU/HSW. Coordinate with the Continuing Education Learning Units Chair to register the program for the Learning Units and to understand the requirements.
- f. Coordinate with the Marketing Committee for Table Tops. Table Tops are opportunities for manufacturer's representatives to present their products during the social hour. The December and June meetings will not have Table Tops.
- g. Attend board meetings to keep the Board informed of Committee activity and needs.
- h. Coordinate with Operating House Committee Chair at least one month prior to the meeting to make sure that all of the logistics such as projectors, tables, etc. are arranged. The only items the

Chapter provides are a screen, a table for a projector and laptop, and power strip; so it is a good idea to have the presenter bring their own A/V needs. If the speaker does not have a projector, check with other committee and board members. Typically, someone is able to bring one. It is quite expensive to rent a projector.

- i. The individual in charge of the program should meet with the speaker during the social hour to make sure they have everything they need to set up. They also introduce the speaker.
  - j. Program duration is advertised as an hour long program. If the speaker is running over the time span, the individual that introduced the speaker should stand and thank the audience for coming and let them know that the formal portion of the program has concluded. Although, the speaker has more to discuss for anyone that would like to stay longer. This way the people that need to leave will not be rude to the speaker, and the chapter is not disrespecting the audiences time.
  - k. After the meeting the individual in charge should thank the presenter by card or e-mail.
3. Committee Budget:
- a. The Program Committee operates with a minimal budget.
  - b. It is best when the cost of the speaker's dinner is built into the cost of the attendees' meal charge.
  - c. For a few years, a thank you gifts with the CSI logo, such as a portfolio, was provided to the speaker. If this is desired for future years, it will need to be incorporated into the budget. Otherwise, send a thank you card with CSI logo.
  - d. Historically we do not pay speakers stipends
4. Sources for Program Topics and Speakers: The most challenging part of this Committee is establishing the program topics and obtaining good speakers or panels. The best approach is to constantly be looking for possibilities. What are the "hot" issues in our business or community? What is new? What new construction site is worthy of a site visit? What are other similar groups doing? What are Chapter members asking for? The following list offers some ideas or areas to explore:
- a. Recent events.
  - b. Industry concerns.
  - c. Ask spec writers in the Chapter for any ideas.
  - d. Ask several vendors who are Chapter members for their input. Experts from out of town often visit local manufacturer reps and

- they are eager to get in front of our membership at no cost to the Chapter provided the timing works.
- e. Review the last Institute Convention Program for ideas (available on the web). A topic that was popular may be a candidate for a Chapter program.
  - f. Review other construction related organization web sites for program ideas. More and more local chapters have web sites, so check them out to see what the AIA., various engineers' groups; general contractor and subcontractor groups are doing for seminars and meeting programs.
  - g. Check with the Education Committee Chair for possible links between Program and Education. A Program speaker may also be involved in a seminar and could either do a program prior to the seminar pitching the seminar or do a wrap up after the seminar at the Chapter meeting program.
  - h. Review the CSI Institute website as the Institute has available many program topics and a speaker list. Someone on that list may not be affordable, but contacting that person may result in other leads that do work.
  - i. Chapter Program Planning Guide  
([http://www.csinet.org/s\\_csi/docs/10300/10228.pdf](http://www.csinet.org/s_csi/docs/10300/10228.pdf)).
  - j. West Region's Speakers' Bureau  
([http://www.csiwestregion.org/speakers\\_bureau.html](http://www.csiwestregion.org/speakers_bureau.html)).
  - k. Check past Region Conference programs for leads.
  - l. Check other CSI chapter's web sites to see what they are doing in the way of meeting programs.
  - m. Member suggestions and requests, (Caution: be sure that those volunteering to present a program understand the program quality expectations noted earlier in this guide.)
  - n. Ask the President and Board. The President may have program ideas that he or she wants presented.
  - o. The Continuing Education Learning Units Chair has access to the AIA CES Learning Units Provider website, which includes access to a list of past programs featured at prior AIA National Conventions.

## END OF SECTION



## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-IVb CONTINUING EDUCATION LEARNING UNITS**

**A. MISSION:** To provide AIA/CES and CSI CEN learning units for all technical dinner programs and education seminars.

**B. RESOURCES:**

1. Committee Binder.
2. Past Continuing Education Chair(s).

**D. REFERENCE TOOLS:**

1. AIA/CES Provider Guidelines (available online)
2. CSI's CEN Web Site <http://cen.csinet.org/index.php>

**E. COMMITTEE:**

1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
3. Chair shall train the committee members to fill the chair position when the chair moves on.

**F. RESPONSIBILITIES OF COMMITTEE:**

1. Duties:
  - a. Register as the Point of Contact (POC) with AIA/CES and CSI CEN.
  - b. Coordinate with the Programs Committee and Education Committee to receive program and education seminar information and flyer.

- c. Register Chapter Programs and Education Seminars with AIA/CES for advertising and learning units (for AIA/CES LU's, AIA/CES LU (HSW)'s, and AIA/CES LU (Sustainability)).
  - d. Register Chapter Programs and Education Seminars with CSI CEN for advertising and learning units.
  - e. Collect attending members' names and numbers and report attendance to AIA/CES and CSI CEN.
  - f. Work with the Programs and Education Committees to help them ensure that the programs and seminars are adhering to the AIA/CES and CSI CEN Provider Guidelines, including but not limited to: length of programs, un-biased nature, inclusion of the Quality Assurance Slides with PowerPoint presentations and signing of the Quality Commitment Statements by the speaker.
  - g. Administer "Evaluation Surveys" for all programs and education seminars, and share results with the Programs Committee and associated speakers.
  - h. Maintain records of all AIA/CES and CSI CEN paperwork for seven years in the Committee Binder. This binder shall be passed on to the next committee chair.
2. Option: If the Chair wants to pursue an AIA Award of Excellence as a CES Provider, he/she may want to add additional members to the committee for assistance and request that submission fee is covered in the budget.
3. Goals For The Future:
- a. Submit for an AIA Award of Excellence as a CES Provider.

## **END OF SECTION**

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-IVc PROGRAMS [SOCIAL]**

- A. MISSION:** To provide two fun dinner programs that are more social. One is combined with the Awards and Installation of Officers; and the other is the Holiday celebration.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Program Chair(s).
- D. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
  2. Chapter Program Chairman's Guide found on Institute's website.
- E. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
  3. Chair shall train the committee members to fill the chair position when the chair moves on.
  4. If a separate committee is not formed, this becomes the responsibility of the Programs [Technical] Committee.
- F. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Organize the Holiday celebration dinner.
      - (1) Set the theme. (Currently we have been very successful with

- the Holiday dinner theme as a show case for a local winery pairing their wines with a dinner menu).
- (2) The program portion is a member of the winery attending the event and discussing their wines and why they were paired with the specific courses.
- b. Organize in conjunction with the Awards chair the Awards dinner.
  - c. Currently we have been very successful with the Awards dinner as a wine paired dinner led by a member using different labels and wineries.
    - (1) The member that paired the wines may speak during dinner to discuss wines and why they were paired with the specific courses.
    - (2) The program portion of this dinner will be handled by the Awards Committee.
  - d. Coordinate with other committees and volunteers to:
    - (1) In conjunction with the Marketing Committee (and the Awards Committee for the Awards Dinner), set the budget and find sponsor(s).
    - (2) Find a local winery for the Holiday celebration.
    - (3) Select the wines with assistance from members who are wine aficionados for the Awards dinner.
    - (4) Coordinate with the Operating House Committee to assist with development of the menu.
    - (5) Select and purchase the table decorations for Holiday celebration.
    - (6) Determine if there will be live (typically only for the holiday celebration and depends on funds raised) or recorded music. Hire musician(s) or secure a portable stereo and CD's.
    - (7) Coordinate with the Secretary to get list of new board members for Awards program handout. Develop the handout; it should list the sponsor(s) and the new incoming board members. Coordinate with Awards Chair if the Harry Hedges Memorial Award will be distributed, if so include info about Harry Hedges. See Historian for samples of past handouts.
    - (8) Create the Holiday dinner program handout. It should list the sponsor(s), the menu, the wines and the winery being show cased. See Historian for samples of past handouts.

- (9) If Historian is not able to attend either the Awards event or the Holiday event, provide the Historian with an original handout of each event to be added to the archive collection.

**END OF SECTION**

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-Va PUBLICATIONS [NEWSLETTER]**

- A. MISSION:** To inform members of activities, meetings, informative information, as well as including historical information as a means of archiving our history in the SUMMARY our Chapter's newsletter.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past newsletter editor.
  3. Institute's different publications and the "Quarterly News Digest".
  4. Other Chapter's newsletter and publication chairpersons.
  5. Honors, Awards & Recognition 2009 Guide B5, section 4.04 B, (page 11 and 12) found on Institute's website.
- C. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
  2. SCV newsletter committee binder.
- D. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.

3. Chair shall train the committee members to fill the chair position when the chair moves on.

#### **E. RESPONSIBILITIES OF COMMITTEE:**

1. Duties: Publish monthly newsletter of the Chapter. Designed to publicize monthly meeting topic, speakers, time and location; promote Chapter and Committee activities; publish a message from the President; provide list of board members and committee chairs; provide a forum for original and reprinted technical and industry related articles; publish Calendar with a list of upcoming chapter meeting topics and other CSI activities; and publish the draft Minutes of the Board Meeting.
  - a. Newsletter deadline for submission is the 10th day of the month prior to the issue date. Target date for finishing the newsletter is seven to nine days after the deadline. Distribute to the Web Master who will post on the web site and send each member a link to the newsletter two weeks prior to the meeting date.
  - b. Publication shall include, when available, photographs, letters, and articles from members. If room is limited, save for the following month.
  - c. Publication shall be a minimum of 8 to 10 pages long.
  - d. Update board members and committee chairs list for July's issue, so that the current board and committees are listed.
  - e. Newsletter committee can solicit advertising for the newsletter, although it will need to be coordinated with the Marketing Committee.
  - f. Editorial content and submissions should be solicited by Chapter membership, on a volunteer basis, whenever possible.
  - g. Committee shall solicit an outside agency to compile and produce the newsletter when it is in the best interest of the Chapter in reaching its goals of a useful, timely, and professional looking publication.
  - h. Include a list of the award recipients each year for the July issue.
  - i. Other dates for specific information to be published or noted:
    - (1) Special cover/front page design for December and June newsletters.
    - (2) December and January; request volunteers and nominations for new fiscal year board members.
    - (3) February; reminder readers to vote for chapter and Institute issues.
    - (4) May; run ads for Region Conference when held in fall.

- (5) July; update the new board members, committee members and their contact information.
- (6) November; include Toys-For-Tots flyer.

**END OF SECTION**



## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-Vb PUBLICATIONS [ANNUAL ROSTER]**

- A. MISSION:** To produce a net income producing document of useful information for chapter members to network and as a place of access for all members of chapter By Laws and Policies and Procedures Guidelines.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past annual roster editor.
  3. Other Chapter's rosters and chairpersons.
- C. REFERENCE TOOLS:**
1. West Region "Membership Directory and Specifiers' Guide".
- D. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
  3. Chair shall train the committee members to fill the chair position when the chair moves on.
- E. RESPONSIBILITIES OF COMMITTEE:**
1. Duties: Production of Roster:
    - a. Roster formats:
      - (1) Printed version.

- (2) Web based version. Work with the Web Master to get this posted on the web site.
- b. Develop production time lines and tasks: Production goal is to have the document printed and distributed in September.
  - (1) Committee to let Board know if this can be met.
  - (2) Develop a budget and submit to the Board and Treasurer at July or August meeting.
- c. Roster content, minimum:
  - (1) Front cover.
  - (2) Dinner meeting schedule.
  - (3) Board members.
  - (4) Committee chairs.
  - (5) Internet sites (Chapter, West Region, and Institute)
  - (6) Institute's alphabetical list of membership information; updated and double checked.
  - (7) Ad copy sales; including placement through out. Work with Marketing Committee to get copy and business card ads.
  - (8) Chapter By-Laws.
  - (9) List of Past Presidents.
- d. Production costs for printed version:
  - (1) Printing: Copies for every member, as well as extras for new members and others.
  - (2) Mailing: Stamps and envelopes.

## **END OF SECTION**

## **VOLUME 2**

### **PART B - STANDING COMMITTEES**

#### **SECTION B-VI AWARDS**

- A. MISSION:** It is essential that we recognize the talent, achievements, and notable contributions of our members and others in support of CSI. It is important that we, at least, say “Thank You.” Gracious and grateful recognition for extraordinary effort, in the form of an award, encourages continuing contributions while intensifying interest and stimulating continued growth of the Chapter.
- B. REFERENCE TOOLS**
1. CSI Administrative References found on Institute’s website.
  2. SCV award committee binder.
- C. RESOURCES**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute’s website.
  2. Santa Clara Valley Chapter Awards Guide.
  3. West Region Award Chair.
  4. Other Chapter’s award chairpersons.
- D. COMMITTEE**
1. The Committee Chair is appointed by the incoming President. Committee members are selected by the Committee Chair.
  2. The Awards Committee meets at the will of its Chair, except that the President may convene a meeting of the Committee, if the Chair is unwilling or unable to do so.
- E. DUTIES**

1. Responsibilities of the Awards Committee:
  - a. Call West Region President or Vice-President to ask them to join the meeting and install the new officers after the award presentation. It is also good to budget the cost of the WR Director's meal into the cost of the awards event. If West Region President or VP are not able to attend, ask a past chapter president or past West Region President to perform the task.
  - b. Work with Treasure for budget for the year, and work to stay within those budget costs.
  - c. Solicit (and generate) nominations for awards to be given by the Chapter, the Region, and the Institute.
  - d. Weigh and consider the qualifications of nominees, promote the consideration of candidates by others, as appropriate, and select the recipients of Chapter awards. The confidentiality of award decisions should be maintained until actual time of presentation.
  - e. Secure plaques, crystal paper weights and certificates for Chapter awards.
  - f. Surprises are the goal, although for those that do not attend the meeting regularly – it is best to invite the award recipients to the awards banquet. This has been done with a letter sent on Chapter letterhead.
    - (1) Good to have the letter from the President and get the President's signature. If not possible, send letter from the Awards Chair.
  - g. Whenever possible, put together a power point presentation to accompany the presentation.
  - h. Make the award presentation at the June Awards Banquet, unless the President requests to present the awards. Assist the Social Events Chair with the arrangements of the banquet for that meeting.

**F. CHAPTER AWARDS:** The following Chapter Awards may be presented each year. The awards Committee will determine which awards will be bestowed according to merits of the nominations. The Awards Committee is not required to recommend all available awards each year. The Award Committee is encouraged to create special new awards, as is applicable – these may only be given once or can be added to the following list. See Awards binder for more explicit information.

1. HARRY HADGES MEMORIAL AWARD (plaque)
  - a. The highest award this chapter gives. It is awarded to an individual who has rendered distinguished service to the Chapter in the advancement of its objectives as noted by the Resolution and Nomination Guide paperwork. Nominees must be proposed in

writing. Only one such award may be granted and it is not intended to be given yearly.

2. Outstanding Leadership Award (Crystal or plaque)
  - a. The second highest award this chapter gives. It is awarded to an individual who has provided dedication and service to the Chapter that is beyond the norm as noted by the Resolution. Only one such award may be granted per year.
3. President's Award (crystal box)
  - a. Chosen by the President and provided to no more than two individuals that have done exemplary work for the Chapter through their committee chairmanship or in organizing an event or class.
4. Certificate of Merit (crystal paper weight)
  - a. Award for those who have made significant contributions to the Chapter above and beyond their active Chapter positions; in the Chapter's endeavor to support the goals of the Chapter.
5. Organization Certificate of Merit (crystal paper weight)
  - a. Special award for a firm that provides significant financial support to the Chapter for specific Chapter events to support the goals of the Chapter.
6. Citation Award (crystal paper weight)
  - a. This award is presented to the individual(s) who distinguishes themselves through personal accomplishments and leadership, which promotes the mission of the Chapter.
7. Chapter Distinguished Service Award (certificate, but if budget allows it would be nice for a crystal item)
  - a. Award for those that have provided ten continuous years, or more, of service to the Chapter; and served on the Board of Directors for five or more continued years of service to the Chapter.
8. Certificate of Appreciation (certificate)
  - a. Awarded to Chapter members who have completed their term on the Board of Directors in service to the Chapter.
9. Chapter Service Award (certificate)
  - a. Awarded to Chapter members who have contributed to the Chapter's success by successfully chairing a committee to promote the mission of the Chapter.

10. Rising Star Award (crystal paper weight)
  - a. This award is presented to an individual who has provided exemplary support to the Chapter and has great potential to become a Chapter leader in order to advance the Chapter's goals.
11. Co-Operation Award (certificate)
  - a. Award for those companies or organizations that have made significant contributions to the Chapter through member's use of their facilities and their staff's support of the Chapter's endeavor to support the goals of the Chapter.
12. Organization Certificate of Appreciation (certificate)
  - a. For those companies and organizations that have contributed to the Chapter's endeavor to support the goals of the Chapter.
13. Chapter Past Presidents Award (gavel pin and crystal or gift, and Institute's Certificate of Appreciation)
  - a. Awarded to retiring Chapter President for his/her devotion and selfless contribution to the Institute, Region and Chapter while serving as President.

#### **G. OTHER AWARD POSSIBILITIES**

1. Celebration Augmentation Award (certificate)
  - a. For a person who provides a unique addition to the Chapter's dinners, which truly augments the experience.
2. Phoenix Award (certificate)
  - a. For those individuals that continue to work a committee, but are not able to have the effort come to life, or resurrects a past activity or committee with success.

#### **H. CHEVRONS**

1. Keep track of members with anniversaries dates that meet 5, 10, 20, 30, and 40 years.
2. Distribute and administer the sale of 5, 10, 20, 30 and 40 year membership chevrons at each chapter meeting.
3. Maintain records indicating quantity of units purchased, sold and in inventory. Such data shall note the different types of units.
4. Make an inventory report to the monthly Board meeting, when requested.

5. Respond to inquiries for chevrons and maintain a correspondence file on same.
6. Prepare an order estimate in July for inclusion in the Chapter budget.
7. Process orders and turn over funds received to Treasurer for deposit. DO NOT hold checks for more than 30 days.
8. Order new chevrons, as required.

## **I. OTHER RESPONSIBILITIES/TIMINGS**

1. Schedule:
  - a. APRIL: Plan for the plaques/crystals that are desired for the different awards and get estimated costs, so the final decisions can be made and order can be place first of May.
  - b. MAY:
    - (1) After selection by the Committee and jury, have certificates lettered and framed plaques engraved. Awards Chair will notify awards recipients, if needed as noted in E.1.f, and request their attendance at the June Awards meeting.
    - (2) Certificates are available from Institute sources. See current "Services and Publications" catalog for ordering instructions.
    - (3) Plaques are ordered from Safe Designs (650) 508-2379 – Richard Sievers at Extension 107.
  - c. JUNE:
    - (1) Coordinate June Awards meeting with President and Social Events Chair. Present awards or see to it that the Awards are presented by visiting CSI dignitaries, Chapter President or other interested parties.
    - (2) Establish written descriptions of each Award and the activities, which the individual performed to receive the Award. Make sure the Award presenter has this information since the presenter may not know the individual.
    - (3) Bring awards certificates, plaques, and different chevrons to the June meeting. Distribute awards to the award presenters along with the written information. After Awards meeting see to it that Awards, which were not given out are sent to the recipient, whenever possible.
    - (4) Publish list of awards and recipients in Chapter newsletter "Summary".

- d. JULY:
  - (1) Meet with incoming Awards Chair and discuss committee work. Bring list of Award recipients (including written descriptions of awards) up to date and turn information over to new Awards Chairperson.
  - (2) Assist Treasurer with budget figures for next year's Awards.
- 2. Important Deadlines:
  - a. Region Awards Program: Refer to Region Operating Calendar for specific date. (Typically around September 1)
  - b. Fellowship nominations: January 15.
  - c. Institute Awards: January 15.
  - d. Michelangelo Award: January 15.
  - e. Honorary Memberships: January 2.
  - f. Chapter Awards Program: First Thursday of June.
- 3. Region Awards: See list of awards in Region Operating Guide and on the West Region website.
- 4. Institute Awards: The Santa Clara Valley Chapter Awards Committee's responsibility is to recommend and apply for these awards
  - a. Be a resource and conduit for members that are starting to seek Fellowship. When member is committed to acquiring their Fellowship, get Chapter letter written up using the Institute sample/form.
  - b. Dale C. Moll Student Activity Fund, presented to a Student.
  - c. Ben John Small Accomplishment Award, presented to a Professional member.
  - d. Robert P. Brosseau Memorial Award, presented to an Industry member.
  - e. J. Norman Hunter Memorial Award, presented to an individual, team, or chapter attaining special advancement in the field of education or the establishment of educational facilities in specification writing.
  - f. Andrew J. Drozda Memorial Academic Affairs Commendation, presented to an individual or team that has made significant contributions to enhance the image and recognition of CSI with one or more institutions offering construction-related curricula.
  - g. Outstanding Chapter Commendation, presented to a chapter.
  - h. Publications Awards, Technical Document Citation, Continued Publication Commendation, Special Publication Commendation, Electronic Publication Commendation.



5. Additional chapter memorial awards are formulated by a task team appointed by the Board, and the recommendations of the task team are voted on by the Board. All new awards decided upon by the Board, shall be added to the foregoing list.
  - a. A nomination for naming an award must be presented to the Awards Committee then routed to the Board. Nominations must be in writing and must include the following:
    - (1) A statement from a Chapter member in good standing recommending that an award be formed for a specific reason or named after a specific active Chapter member.
    - (2) Signatures from 10 other Chapter members in good standing.
    - (3) The full name and nick names of the person proposed for the award. An indication as to the name the person preferred.
    - (4) Factual background information for the person listing professional history; history and involvement in CSI in the local, regional and institute level; a list of offices held and committee participation (to the extent reasonably possible from research of the Chapter records, history, and verified oral testimony).
    - (5) A narrative listing the person's achievements, statement as to good character, and giving reasons for receiving honor and recognition from the Chapter.

## **J. SOURCES**

1. See Awards binder for the distributors or retailers to use for the awards, chevrons, etc.

## **END OF SECTION**

**VOLUME 2**

**PART C - SPECIAL COMMITTEES**

## **VOLUME 2**

### **PART C - SPECIAL COMMITTEES**

#### **SECTION C-I FINANCIAL REVIEW**

- A. MISSION:** To annually review the accounting and banking by the Treasurer for the previous fiscal year and to report to the Board the findings. This process is to protect the Treasurer and other Board members from accusations.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Chapter Bylaws.
- C. COMMITTEE:** Two or more Chapter members approved by the Board, and selected by the President. Committee members can not be signatories to any of the asset accounts for the year to be reviewed, nor can any member be a current signatory.
- D. RESPONSIBILITIES OF COMMITTEE:**
1. Meet with the Treasurer to perform an informal financial review of all Chapter accounts for the previous fiscal year.
  2. Treasurer shall provide originals of all noted financial documents.
    - a. All monthly bank statements for each account.
    - b. All reimbursement requests.
    - c. Accounting records documenting that all checks that were written were assigned to budget items. (The board needs to approve all expenditures beyond what was in the approved budget).
  3. Committee shall review the financial documents of each account for consistency:
    - a. Opening balance.
    - b. Inflow.
    - c. Outflow.
    - d. Ending balance.

4. Committee shall review the following:
  - a. Completion of check reconciliations.
  - b. All accounts and their balances.
  - c. All checks and the payees. Or a report of all checks written for a full review or spot check, as the committee feels is needed.
5. If everything is in line, the committee prepares and signs a letter to the Board noting that everything appears to be in line. If there are any concerns, the Board may choose to have a formal review or audit performed by a CPA.

**END OF SECTION**

## **VOLUME 2**

### **PART C - SPECIAL COMMITTEES**

#### **SECTION C-II BYLAWS**

- A. MISSION:** To maintain a practical set of specific working documents, which will assist the newly appointed committee person, or elected officer to more quickly adjust to his or her commitment.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Institute Bylaws.
  3. Chapter Bylaws.
  4. Chapter Operating Guide
- C. COMMITTEE:**
1. The Committee Chair and Committee are selected by the President when the Bylaws need to be reviewed or updated.
- D. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Review Bylaws and make suggestions for changes and verbiage to be voted on by the Board.
    - b. When changes are made the document needs to be sent to Institute, prior to ratification of the new Bylaws by the Chapter Board. Review the Institute's Administrative Guide for further information about this requirement.

#### **END OF SECTION**

**VOLUME 2**

**PART C - SPECIAL COMMITTEES**

**SECTION C-III  
CONVENTION**

**VOLUME 2**

**PART C - SPECIAL COMMITTEES**

**SECTION C-IV  
CONFERENCES**

**VOLUME 2**

**PART C - SPECIAL COMMITTEES**

**SECTION C-V  
PRODUCT EXHIBITS**



## **VOLUME 2**

### **PART C - SPECIAL COMMITTEES**

#### **SECTION C-VI HOSPITALITY (OPERATING/HOUSE)**

- A. MISSION:** To facilitate a smooth process each month for the Chapter's meetings, including collection of reservations and communication with the host facility.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Operating/House Chair(s).
- C. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President can assist in finding committee members.
  2. Chair shall train the committee members to fill the chair position when the chair moves on.
- D. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Notify chapter members through e-mails and other means, if needed, of monthly meeting programs and to take reservations for monthly dinner meetings.
    - b. Coordinate the reservation attendance totals with the host facility.
      - (1) Report reservations count to host facility, as well as committee member in contact with host facility, Treasurer, Program Chairs, Membership Chair, Social Event Chair for Holiday and Awards events, and Chapter President.

- c. Oversee the total attendance numbers with Treasurer. Coordinate with host facility when the number of walk-ins exceeds the total number of attendees called in.
- d. Membership meeting notifications:
  - (1) Develop and continuously update chapter data base of emails and addresses of Chapter members.
  - (2) Acquire the most current list from Institute's website of our membership's information. Update with new members and any changes to members email addresses.
  - (3) Assign one committee member to be responsible for sending monthly notices.
  - (4) Electronic notices are sent two weeks prior to the meeting date and again one week prior to the meeting date.
- e. Develop contact information for host facility (Biltmore Hotel – Santa Clara):
  - (1) Assign one committee member as facility contact to be responsible for all communications between the Chapter and facilities representatives for dates, menus, room set-up, cost negotiations, and any specific details for an event.
  - (2) Get menu information to the Editor for inclusion in the newsletter prior to the 10<sup>th</sup> of each month to meet the newsletter deadline.
  - (3) Notify host facility when meeting dates change from the standard first Thursday of the month, and when meetings will not be at the host facility.
  - (4) As a representative of the Chapter the discussions of costs and charges with the host facility will need to be brought to the Board for final acceptance.
- f. Be responsible for the Chapter's banner. Hang Chapter's CSI banner at each meeting.
- g. Track amount of each type of raffle wine (red, white, etc.) stored at host facility. Coordinate with Raffle Committee for restocking when needed. Coordinate with Catering Manager and Banquet Captain when new wine is brought in for storage. Currently, the Catering Manager is storing up to twelve bottles of wine in her office.

- h. Ensure badge box is closed and given to that evening's host facility Banquet Captain for storage in the Catering Manager's office.

**END OF SECTION**

**VOLUME 2**

**PART C - SPECIAL COMMITTEES**

**SECTION C-VII  
PUBLIC RELATIONS**

## **VOLUME 2**

### **PART C - SPECIAL COMMITTEES**

#### **SECTION C-VIII NOMINATIONS**

- A. MISSION:** To select and nominate the very best candidates for the various offices within the Chapter. The nominees must be very active members who are genuinely willing to put forth the time and effort necessary to the success and future of the Chapter. Following the time line and emphasizing the importance of the involvement of the professional member is essential.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
- C. REFERENCE TOOLS:**
1. Chapter Bylaws.
  2. CSI Administrative References found on Institute's website.
- D. COMMITTEE:**
1. The Committee Chair is appointed by the President with the approval of the Board.
  2. The Chair will then select at least two other committee members and at least one committee member should be a past President, or other person with knowledge of the membership capabilities.
- E. RESPONSIBILITIES OF COMMITTEE:**
1. Time Table:
    - a. Committee Chair appointment and committee members selected no later than December 1.
    - b. Committee meeting after appointment for screening of membership for nominees, and to plan nominating process.

- c. December and January, Committee members to contact and select nominees. During chapter meetings ask for nominations from the floor.
- d. February Chapter Board meeting, report recommended nominees to Board.
- e. Prepare ballot after presenting nominees to the Board. Minimum of two weeks before March's Chapter meeting mail the ballots to membership. Include Secretary's address so that the membership returns the ballots by mail to the Secretary.

2. Nominations Process:

- a. Contact the President Elect to confirm that he or she will continue their commitment to serve as President the following year. If that individual can not continue to serve as President then Committee should nominate at least one individual for President. Criteria for President Elect nomination would also apply to a nominee for President.
- b. Obtain nominees for the open offices of:
  - (1) President Elect.
  - (2) Treasurer.
  - (3) Secretary.
  - (4) Directors for Professional (2 total, but years staggered).
  - (5) Directors for Industry (2 total, but years staggered).
- c. President Elect nominees: Shall have previous service as Officer or Director. Advise nominees that, if elected, the commitment is for 3 years, one year as President Elect, one year as President, and one year as Immediate Past President.
- d. Directors are appointed one for Professional, and one for Industry per year. The intent is to stagger the appointments of each group for more Board continuity.
- e. Contact individuals before placing their name as a Nominee. Ask them to accept nomination for a specific office. Obtain their consent to be nominated.

3. Officer History: Appended to this guide. Please update it each year.

4. Past Ballot Forms: Maintain a file, for at least 5 previous years, of ballots showing nominees. Pass the file on to the next Chair.

5. Chapter committees are filled by President Elect. President Elect can request assistance and information from the nominating committee.

**END OF SECTION**

**VOLUME 2**

**PART D - OTHER COMMITTEES**



## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-I AIA LIAISON**

- A. MISSION:** To be a conduit for keeping good relations between AIA SCV and CSI SCV chapters. Foster communication and educational opportunities with the architectural community.
- B. REFERENCE TOOLS:**
1. Chapter's former AIA Liaison Chairs.
- C. COMMITTEE:**
1. The Committee Chair is selected by the incoming President.
  2. Committee members are selected by the Committee Chair, if they would like to have others assist in the effort. If this turns out to be a problem, the President and Board can assist in finding committee members.
  3. Chair shall train the committee members to fill the chair position when the chair moves on.
- D. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Be an ambassador of CSI and the Santa Clara Valley Chapter.
    - b. Meet the Executive Director of the AIA SCV office and the support staff.
    - c. It is encourage that, although with permission of the AIA Chapter President, the chair attend AIA Board meetings to increase their awareness of CSI.
    - d. Facilitate and promote joint programs between the two organizations. Discuss joint programs with Program Chair, and assist Program Chair with any discussions with the AIA SCV.

- e. Keep an open channel of communication with the Executive Director and AIA SCV office.

**END OF SECTION**

## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-II CERTIFICATION**

- A. MISSION:** To promote the Institute's Certification Programs with the Chapter and aid members interested in taking the Construction Documents Technology (CDT), Certified Construction Specifier (CCS), Certified Construction Product Representative (CCPR), and Certified Construction Contract Administrator (CCCA) examinations.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Certification Chair(s).
  3. Institute's different publications and the "Quarterly News Digest".
  4. West Region Certification Chair.
  5. Other Chapter's certification chairpersons.
- C. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
  2. Certification brochures from Institute and exam sites.
- D. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.

3. Chair shall train the committee members to fill the chair position when the chair moves on.

**E. RESPONSIBILITIES OF COMMITTEE:**

1. Duties: To be developed.

**END OF SECTION**

## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-III WEB MASTER**

**A. MISSION:** To provide members with a gateway to resources for local and industry wide programs, services and the exchange of knowledge.

**B. RESOURCES:**

1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
2. Past Web Master(s).
3. West Region Electronic Communication Chair.
4. West Region Operating Calendar.
5. Other Chapter's web masters or electronic communication chairpersons.

**C. REFERENCE TOOLS:**

1. Electronic Communications Guide for Chapter & Region Websites available on the Institute's website

**D. COMMITTEE:**

1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
2. Committee members are selected by the Committee Chair. If this turns out to be a problem, the President and Board can assist in finding committee members.
3. Chair shall train the committee members to fill the chair position when the chair moves on.

**E. RESPONSIBILITIES OF COMMITTEE:**

1. Duties:
  - a. Maintain accurate and current information on the website.  
Coordinate with Program Committee, Education Committee, Editor, Membership and Secretary to obtain current information.
  - b. Coordinate with Marketing Committee to include current sponsors on website.
  - c. E-mail monthly Newsletter to membership after receipt from Editor.
  - d. Maintain the domain name.
  - e. Maintain website server contract.

**END OF SECTION**

## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-IV HISTORIAN**

- A. MISSION:** To keep the history of the Chapter available and current for generations to come.
- B. RESOURCES:**
1. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
  2. Past Historian(s).
- C. SOURCE:**
1. Source: The Santa Clara Valley Chapter Archives are located with the President and others with the Historian. They can be made available for inspection by Chapter members upon request.
- D. COMMITTEE:**
1. Historian: Preferably a senior Past President who should agree to serve for 2 or more years to ensure continuity and insight.
  2. President: Ex officio. Shall participate, to the extent necessary, to assure collection and retention of historical documents during their administration.
  3. Immediate or appointed Past President: Serves as Committee Chair
- E. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Keep the records safe and in good condition. The responsibility of the Chapter's archives is in the hands of the Historian.
    - b. Establishes criteria for archival materials.

- c. Collect and retain materials for incorporation into photo album, including photographs, news paper clippings and other published articles involving the Chapter and the membership.
- d. Gather information on each past president, who can be located, to prepare the history write up for an overview of his/her administrative year.
- e. Accept, from past presidents or other sources, any found historical items and incorporate them into the appropriate archival format.
- f. Hold on to and keep safe the Chapter Charter.

**END OF SECTION**



## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-V GREETER/RAFFLE**

- A. MISSION:** To raise money for the Chapter and provide a personal welcome for new members and some fun for all after they have registered for the evening's program
- B. COMMITTEE:**
1. The Committee Chair is selected by the incoming President. This may consist of a chairman or co-chairmen.
  2. Committee members are selected by the Committee Chair. One or two people as selected to fill in when they are unable to attend a meeting. If the Committee Chair is not able to find a committee, he/she may ask the President to assist in finding committee members.
  3. Chair shall train the committee members to fill the chair position when the chair moves on.
- C. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. Sell raffle tickets.
    - b. Present a warm, friendly atmosphere to put all members at ease and encourage attendance at meetings.
    - c. Find sponsors for raffle items and keep current for availability at each Chapter meeting.
      - (1) Typically we have two to three bottles of wine to raffle each meeting, depending on the number of people in attendance.
      - (2) Maintain records indicating quantity of wine/items provided and in inventory. Coordinate with Operating House Committee.
    - d. Historically there has been no raffle at the June or December meetings.

- e. Greet members and ask if they would like to buy a raffle ticket.
- f. Maintain tickets for sale and when roll runs low, purchase another role.
  - (1) Supply the Treasurer with the receipt for each purchase that is to be reimbursed
- g. Marble draw is another option we have for a raffle item. Maintain marbles for this drawing, and purchase additional colored marbles as needed.

#### **D. RULES:**

1. Marble draw: A marble is drawn by one person only per evening.
  - a. Each game is started with the mug  $\frac{3}{4}$  full of colored marbles, and one white marble.
  - b. Each meeting one person draws a marble out. If someone gets the colored marble, it is not put back into the cup. Although, the marble is kept by the Chapter and put back into the box for use then the game is started again.
  - c. When there is a winner of the white marble, the game is over. The white marble is kept to start the new game and the winner gets the money in the till.
  - d. Re-fill the mug with colored marbles, one white marble, and start the game over again.
  - e. Half of the money raised for the raffle is included in the till for the winner of the white marble. This till increases each month when a raffle is held.
2. Raffle tickets: Intent is to sell tickets at; Six for \$5, or twelve for \$10. Any member wearing their CSI pin receives one additional ticket.
  - a. The preference is not to sell individual tickets, but that has not been a hard fast rule in the past.

#### **END OF SECTION**

## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-VI PHOTOGRAPHER**

- A. MISSION:** To record through photos all chapter meeting and special events for inclusion into the Summary Newsletter, and for inclusion in the Chapter's photograph album.
- B. COMMITTEE:**
1. The Chair/Photographer is to form a committee. Have a back up of another committee members with digital cameras who can step in when the Photographer is not available.
  2. Chair shall train the committee members to fill the chair position when the chair moves on.
- C. RESPONSIBILITIES OF COMMITTEE:**
1. Duties:
    - a. At dinner meetings take pictures of new members and guests.
    - b. Label the photos prior to sending to Editor and Historian. Check names and spelling to assure new members are recognized and photos of the members are rotated through the newsletter.
    - c. Get pictures and correct information to the Editor by the newsletter deadline, (10<sup>th</sup> of the month).
    - d. Print and send photos to the Historian, with names labeled, date and name of event that was photographed.
  2. Tools needed: Digital camera, color printer and other accessories as desired.

#### **END OF SECTION**

## **VOLUME 2**

### **PART D - OTHER COMMITTEES**

#### **SECTION D-VII FINANCE**

**A. MISSION:** Advise Treasurer and Board on managing the Chapter's monies and investing properly.

**B. COMMITTEE:**

1. The Committee Chair is selected by the incoming President and past President.
2. Chair shall train the next person to fill the chair position when the chair moves on.

**C. RESPONSIBILITIES OF COMMITTEE:**

1. Duties:
  - a. Have an understanding of the system such that they can fill in, in case of an emergency.
  - b. Meet with Treasurer to review budget prior to presenting it to the board.
  - c. Assist the Treasurer, as needed, in getting the budget information from each of the committee chairs and task team chairs.
  - d. Research and advise on financial matters such as investments, insurance and other such matters.
2. Skills:
  - a. CSI member with understanding of financial matters and investments.
  - b. This chair could also be the Treasurer-in-training.

- c. Knowledge with Quicken, QuickBooks or other electronic accounting software to assist Treasurer with accounting matters.

**END OF SECTION**

## **VOLUME 2**

### **PART E - AD HOC COMMITTEES AND TASK TEAMS**

**VOLUME 2**

**PART E - AD HOC COMMITTEES AND TASK TEAMS**

**SECTION E-I  
SPECIAL EVENTS**

**VOLUME 2**

**PART E - AD HOC COMMITTEES AND TASK TEAMS**

**SECTION E-II  
FUND RAISING**



**VOLUME 2**

**PART E - AD HOC COMMITTEES AND TASK TEAMS**

**SECTION E-III  
STRATEGIC PLANNING**