

COMMITTEE DUTIES

COMMUNICATIONS/NEWSLETTER COMMITTEE

Create and Publish Quarterly eNewsletter

- Collect state and chapter news
- Seek Officer and Committee chair reports
- Seek member contributions
- Write appropriate articles/editorials

Create and maintain chapter website

- Write/edit text for web pages

Maintain and monitor Social Media accounts

CONTINUING EDUCATION COMMITTEE

Use Chapter Program & Policy guidelines to develop CE opportunities

- 3-4 CE opportunities to supplement training class hours
- 2-4 CE opportunities on non-training class days

Survey membership for program topics of interest

Verify & post outside CE opportunities, on calendar and by email

Coordinate speaker for Chapter Annual Meeting

Create presentations/programs for local events/organizations as requested. (With Outreach committee)

Approve VMN certification application for meeting CE Hours requirement

HISTORIAN COMMITTEE

Maintain historical records of chapter including but not limited to: training classes, service projects, recognitions, events, elections, meetings and chapter newsletter archives

Update VMN scrapbook and make available for Outreach Committee.

Create digital version of scrapbook

Assign committee members to take pictures at and collect other VMN member's pictures of events, classes, trainings, etc and upload to OneDrive folder (one person access)

HOST COMMITTEE

Coordinate all preparations: "Save the Dates," invitations, food, set-up, & clean-up for

- Graduation Luncheon – April/May
- Annual Picnic – August
- Annual Meeting – November
- Holiday Party – December

At the request of Board of Directors, may be asked to support special events in conjunction with the CE committee

MEMBERSHIP COMMITTEE

Maintain Membership Information Files & Spreadsheet including
Application Contact info

Liability forms Certification/recertification
Committee Assignments Awards

Maintain Gmail Account: Email addresses, Contact information, Member Groups

Maintain VMS Database

Notifications/reminders

Recertification eligibility

Cumulative Service hour awards

Prepare Annual Report

Communicate with prospective members & process VMN applications forms

In collaboration with committee chairs, makes committee assignments

Process certification applications

OUTREACH COMMITTEE (CHAIRER BY CURRENT VP)

Create & update display booth and items as needed

Set up and staff Outreach Booth for

Earth Day Loudoun (April)

Arbor Day (May)

Family Stream Day (October)

VMN State Conference (Sept/Oct)

Public Events at Banshee Reeks (as needed)

Create & maintain VMN brochure

Give presentations/programs for local events/organizations as available and as requested. (Work with CE committee)

TRAINING COMMITTEE

Set training schedule, arrange for instructors

Attend Training Class Orientation

Maintain class attendance records and grades

Committee members serve as Class Coordinators

Organize and distribute trainee materials: binder, lanyard & loupe, journal, tree book, Newcomb's

Inventory & order class materials

Prepare & Grade: Mid-term, Final Exam & Lab Practicum

Review Journals

Approve VMN certification applications for meeting Class Hours & Grades requirement

VOLUNTEER SERVICE PROJECTS COMMITTEE

Using established guidelines, review project proposals for approval and notify membership

Input new projects into VMS

At Orientation, brief training class on service projects, and recording volunteer hour in VMS

Contacts members quarterly regarding volunteer hours not recorded in VMS

Review VMS volunteer hours quarterly for accurate recording of hours and projects

Approve VMN certification application for meeting Volunteer Hours requirement

Create and maintain a project photo portfolio – used for Outreach, & Annual Report

With Training Committee, plan & coordinate a Volunteer Service Event for Training Class

Review VMS projects yearly and inactivate unused projects