

Talent Pool

Leadership

Executive Committee

President
President Elect
Vice President(s)
Treasurer
Secretary
Immediate Past President

Committee Chairs

Member Chair
Program Chair
Sponsorship Chair
Education Chair
Credentialing Chair
Hospitality Chair
Etc.

Committee Members

Contributors

- Write a newsletter article (on expertise, current project, etc.)
- Write a regular newsletter column
- Answer questions for a member profile article for newsletter
- Host a meeting at company facility
- Greet attendees at a meeting
- Be a buddy or mentor to a new member
- Panelist for panel discussion
- Present a best practice for a chapter best practice forum
- Facilitate a table for a round table discussion
- Take notes for a roundtable or panel discussion
- Help at the registration table
- Assist in preparing PowerPoint for announcements etc. at beginning of meeting
- Prepare surveys
- Update Web site
- Develop and maintain FM links/information page on Web site
- Arrive early to assist in setting up the meeting
- Call and welcome a new member to the chapter
- Manage an IFMA materials table at a meeting
- Order awards for awards ceremony
- Assist with decorations for a special event
- Secure sponsor giveaways for golf or other event
- Manage door prizes or drawings for meetings

- Clean up from the meeting
- Thank you letters for speakers
- Handle speaker gifts
- Pick up speaker from airport
- Contact/call potential sponsors
- Share/present at a CFM study group session
- Review Web site for updates
- Take pictures at events
- Upload pictures and captions to Web site, prepare for newsletter
- Call and invite members to meetings
- Contact media about chapter events
- Write a follow-up article on meeting for newsletter and/or Web site
- Be available to speak at career fairs for schools
- Handle after program surveys
- Ensure name tags are prepared for meetings
- Order/prepare signs for meetings
- Handle job announcements/job bank
- Speakers