

TCFR COMMITTEES

Program Committee:

- Topic and venue selection (Board discussion, member survey, final Board selection)
- Recruit speakers
- Prepare and execute speaker itineraries and transportation
- Prepare program “hook” and speaker bios
- Work with webmaster to maintain current list of programs on web site
- Introduce speakers at events
- Conduct Q&A

Chair: Gary Guertner

Members: Roy Morey, Jan Sanderson

Events Committee:

- Arrangements with event venues (select menu, coordinate concerning sound system, other)
- Arrange speaker lodging
- Supervise outsourced event registration
- Prepare name tags
- Arrange for speaker needs (microphones, audio/visual, etc.)
- Staff reception desk
- Supervise meal service

Chair: Christine Wells

Members:

Technology Committee:

- Maintain and operate sound system
- Maintain up-to-date web site
- Facilitate online membership registration
- Maintain online membership directory
- Facilitate online event registration
- Publish online event notices
- Maintain online calendar of events
- Facilitate Constant Contact communication with members

Co-Chairs: Marv Goldberg (web site & electronic communications)

George Gluski (sound system)

Members: Joel Davis*, David Gupton, Chuck Houy*

Communications & Marketing Committee:

- Publicize events and activities with media releases, advertising, social media, etc.
- Develop marketing strategy and plan
- Establish relationships with media and target groups according to marketing plan
- Develop and produce marketing materials (e.g., rack card/brochure)

- Prepare and maintain media kit
- Identify potential new sources of revenue

Chair: Marv Goldberg

Members:

Finance Committee:

- Ensure integrity of financial statements
- Ensure compliance with 501(c)(3) requirements and other regulatory requirements
- Acknowledge receipt of tax-deductible donations each month
- Assess financial implications of potential new revenue sources
- Review qualifications of outside advisers (e.g., accountants, tax preparers)
- Act as liaison with outside advisers

Chair: Christine Shea

Members: Bob Thompson, Elliott Weiss, Christine Wells

Membership Committee:

- Arrange distribution of president's annual membership letter
- Arrange distribution of year-end donation letter
- Maintain current membership roster identifying membership categories
- Provide list of non-renewing members to Board in January
- Report to Board monthly on current membership totals
- Monitor guest attendance

Chair: Cody Nicholls

Members: Marge Houy

Nominating Committee:

- Recruit potential Executive Board members
- Interview Board candidates
- Recommend candidates for election
- Propose slate of officers for election

Chair: John Bryant

Members: Marge Houy

* Not an Executive Board member

Last revised June 1, 2019