

Chapter Committees Responsibilities and Recommendations

A. Auditing Committee

The function of the Auditing Committee is to assure that the financial records and physical assets of the Chapter are in good order and that the financial reports are done consistently from year to year. The committee should be comprised of an annually rotating membership. No incumbent officers or other committee Chairperson should be members of the Auditing Committee, although they may be present during audit sessions.

Responsibilities & Recommendations

1. Audit - Conduct a prompt (within 30 days) end-of-fiscal year audits and other audits, as requested or required. It is recommended that the Chapter's books be audited whenever a new Treasurer assumes office. The audit should include a review and reconciliation of:
 - Monthly bank statements
 - Checkbook records
 - All investment records
 - The book of accounts
 - All original invoices and bills, including a spot check or review of any unrecognized vendors for dummy payees
 - Treasurer's financial statements
 - Copies of all regulatory reports
 - Verification of the existence and condition of all Chapter assets
2. Outside Audit - If justified, recommend to the Board that an audit by an outside auditing firm be conducted and, if approved, arrange for such audit. Also a professional audit should be conducted if there is any suspicion of embezzlement or misappropriation of funds. In this event, the professional auditors should be alerted of these suspicions, since a normal audit does not detect such misappropriation.
3. Audit Report - Prepare a written report of each audit completed. If appropriate, recommend changes in procedures for financial and asset record-keeping and reporting. File the audit report with BCA.

B. Finance Committee

The function of the Finance Committee is to ensure the financial stability of the Chapter. The Committee is comprised of a Chairperson, Treasurer, and other members as appointed by the Chapter President.

Responsibilities & Recommendations

1. Annual Budget - In the fourth Quarter of the fiscal year prepare the annual budget for the next fiscal year to be approved by the Board.
2. Expenditures - Recommend to the Board modification of expenditures, as necessary throughout the fiscal year, in order to meet budget.
3. Income - Recommend income producing activities. Evaluate the appropriateness of the meeting meal charges, conference registration fees, etc.
4. Investments - Propose to the Board and, if approved, arrange for short-and long-term investments for Chapter funds as appropriate.

C. Membership Committee

The responsibility of the Membership Committee is to develop and execute, or supervise the execution of, promotional plans to maintain and build the membership of the Association. A Chapter Administrator may handle many of these tasks.

Responsibilities & Recommendations

1. New Members - Develop Chapter promotional materials and methods to attract new members.
 - Solicit new members among the guests at Chapter meetings or events
 - Solicit new members by direct mail or other means, targeting selected groups of potential members
 - Administer membership drives at the chapter level and report progress to Headquarters
2. Delinquent Members - Contact delinquent Chapter members by letter or phone for their renewal within one or two months after official delinquency. Provide any pertinent feedback or reason for delinquency to Chapter Executive Committee and BCA.

D. Nominating Committee

The Nominating Committee performs the invaluable function of evaluating and nominating individuals for service on the International or Chapter boards. This role is vital to the continued success of the Association as the Board of Directors are the policy-making body of the organization, which is dependent upon creative, respected and vibrant leadership.

The annual elections process for both the Chapter and International Board operate on the following schedule:

August: Call for nominations

September: Deadline for candidate nomination applications

October: Nomination committees meet to evaluate and submit final candidates to International

November: Elections take place electronically and results are announced

November-December: Chapters elect officers

January 1st: New directors assume office

The nominating committee should take the following criteria into account when considering a candidate:

1. Membership - Each nominee is required to be a member of BCA in order to be eligible for service on the Board. A member of the nominating committee cannot be nominated for office.
2. Leadership Qualities - Nominees for the Board shall embody demonstrated leadership skills through industry and/or community positions of leadership. Board members need to have skills in innovation and group relations. Each person nominated for the Board would ideally be a good candidate for President at some future time and can contribute to Board meetings and the success of the organization.
3. Industry Visibility - The Nominating Committee should seek out visible industry leaders to fill positions on the Board.
4. Position in Member Company - It is important to have persons who have decision-making authority in positions on the Board. Wherever possible, the Nominating Committee will select persons who are principals in firms.
5. Prior BCA Activity - Members who have a record of participation and successful leadership within the organization and/or have a demonstrated commitment to the goals and objectives of the Association.

6. Communications Ability - Board members maintain a visible presence within the Association and, as such, need to possess strong oral and written communications skills.
7. Dedication - Board members must be willing to serve in an active capacity, attend Board meetings and any other organization meetings. The BCA's success is built upon direct and active engagement by its members and, especially, its Board members.
8. Bylaws Requirements -The Committee must carefully review those portions of the Chapter Bylaws that govern the offices to be filled, the number of candidates required for each office, and the length of terms for each to make sure that all required procedures are satisfied.

E. Program/Education/Events Committee

The duty of the Program or Education Committee is to plan and produce Chapter meetings, events and continuing education programs. Some chapters may elect to split the committee depending on the size and complexity of the activities.

Responsibilities & Recommendations

1. Program Development -The Committee shall develop the programs for the year and contact speakers that meet programming needs.
Suggested Meeting Timeline follows:
 - a. Once a speaker is confirmed, a confirmation letter should be mailed to the speaker, along with a request to complete and sign BCA's Policy and Procedures for Professional Presenters
 - b. Facilitate event registration set-up through BCA staff or select separate registration method
 - c. Approximately three weeks before the meeting date, the Program Chairman contacts the speaker to coordinate audio-visual, hotel, transportation, and any other speaker needs. If offering CEUs, the program eligibility and CEU registration should also be confirmed at this time with BCA staff
 - d. On the day of the meeting, designate someone to meet the speaker at the airport or hotel, transport them to the seminar site, and serve as the speaker's host for the meeting
 - e. Meeting Evaluation Forms should be completed after each meeting
 - f. Shortly after the meeting (3-5 days), the Program Chairman should personally write and thank the speaker for the time and effort put forth at the event and, if applicable, coordinate CEUs with BCA staff
2. Site Selection - Search for and maintain a current inventory of prospective meeting places.
3. Record Keeping - Maintain accurate accounting records for each meeting. Coordinate with the Treasurer to produce an easy reporting system. It is recommended that receipts and payments be turned over to the Treasurer for Chapter records or deposit to Chapter's checking account.
4. Meeting Arrangements - To ensure a successful meeting, here are some before, during, and after guidelines you will want to build on:
 - a. Develop and present a budget request
 - b. Insure that the meeting room and the registration area are easily identified
 - c. Provide for orderly handling of reservations and ticket sales and provide name tags
 - d. Insure that the room set-up and equipment is correctly set
 - e. Develop a system to determine meal guarantees, including evaluation and improvement of the existing reservation system. There are several techniques for controlling reservations challenges
 - Set and publish a deadline for canceling advance reservations
 - After meeting, invoice those who don't cancel by the deadline as well as the no-shows
 - Don't sell tickets at the door until advance reservations have been seated

- Set a lower price (10% less is recommended) for advance reservations and a higher price for non-members (usually 50% more)
 - Set price of meal tickets higher than your cost to cover the cost of guest's meals and to account for unpaid no-shows
 - f. Develop statistics from program attendance and incorporate this graphically into the appropriate section of the Secretary's annual report
 - g. Maintain and protect equipment inventory
5. Chapter Boundaries - BCA approval is required to conduct programs, which extend beyond Chapter boundaries. This requirement is not to limit the programs, but rather to give resources and assistance in developing programs and advise of potentially conflicting events.
 6. Chapter Conflicts - Chapters may not conduct programs that conflict with or may compete with programs that are conducted by BCA.

Possible Meeting Topics, Themes & Events

- Foundation and Charity Fundraisers
- Educational Seminars
- Current Industry Issues
- Legislative and Regulatory Issues
- Management Topics
- Social Activities (sporting event, cocktail hour)
- New Member Night
- Bring a guest (short business meeting with extensive networking time)
- Technical Issues
- Annual Meeting
- Holiday Party

Mix and match any of the above to create the best events for your chapter. For instance, select a charity for the year and support it with donations of needed items and/or cash during multiple chapter activities.

F. Public Relations Committee

The Public Relations Committee is charged with the duty of arranging publicity around the Chapter's activities to internal groups, external groups, and media. External publicity is helpful in attracting potential new members, as well as informing the public.

Responsibilities & Recommendations

1. Newsletter - Distribution of a regularly produced newsletter is recommended for each Chapter.
2. Announcements - Advance notice to trade and technical journals for listing in their meeting calendars (at least 3 months ahead). This includes publication of your calendar on the BCA web site.
3. Detailed News Releases - Detailed news releases of programs and meetings to trade and technical journals (two months or so ahead).
4. Brief News Releases - Brief information on the date, time, place, speaker, and subject of the program to local newspapers, radio and TV stations (about 3-5 days ahead).
5. Meeting Notices - Fliers should be mailed or faxed to all Chapter Chairpeople to aid in Chapter relations and as a means of sharing program ideas.