

# PPA of PA COMMITTEES

5/29/21

## **AUDITING**

Record all income and expenses for the Treasurer.

Generate Treasury reports to present to the Board and General Membership

## **BANQUET**

Award Banquet setup, programs and favors

Party and Social refreshments and food

Party activities (dance, music, games,etc.)

## **CONVENTION**

Coordinate all details of each PPA of PA convention (INSPIRE in the Spring & CAPTURE in the Fall) and make sure that each event runs smoothly without incident.

Set dates and secure venues for all PPA of PA conventions in the coming year. Secure menus for meals, snacks and social gatherings at each venue and secure any entertainment such as DJs for any party or social event planned. Create a schedule of events and times for all activities and print schedule copies for the registration desk to pass out to attendees. Create large signs to display at the conference to feature each event and speaker and place outside the proper space for that event.

## **DATABASE**

Maintain Membership database on spreadsheet (Excel or Access). Keep all membership details current.

## **FUNDRAISING**

Manage raffles, 50/50 drawings, etc. that provide additional income for the Association.

## **HISTORIAN**

Store all historical items related to the Association.

## **HOSPITALITY & PARTY**

Social aspects of meetings. Dinner/Lunch planning, Food, beverages, etc. Interpersonal activities to improve camaraderie

## **IMAGE COMPETITION**

### PRE-COMPETITION

Update Parameters for each competition on [Printcompetition.com](http://Printcompetition.com)

Review Entrants information and Images for accuracy

Organize images for competition, coordinate remote judging, including zoom meetings

#### POST-COMPETITION

Create Slideshow for Annual Awards Presentation and Blue Ribbon Slideshow

Prepare Reports, Assign Awards on [PrintCompetition.com](http://PrintCompetition.com)

Create Certificates, and

Mail trophies/certificates to Entrants

## **MARKETING & COMMUNICATION**

In general, the committee is responsible for collecting, organizing and distributing news and information to be used for Website, Email and Social Media updates.

### **-Resource Coordinators**

Collect info for all events, including speaker/presenter bios, headshots, photos, program info. Distribute info to Team by email/and add to mycloud

### **-Website**

Webmaster makes updates to website Multiple members of the Marketing & Communications Team may contribute to collecting and organizing the info/webmaster will add the updates to the website.

### **-Mailchimp Email Campaigns**

Create email campaigns to send out to members for all PPA of PA events including: Monthly Meeting/Presentation Information, spring and fall conventions, important industry updates, like PPA Info, membership Info: awards & exhibits, presentations by members.

### **-Social Media (Facebook, Instagram, LinkedIn)**

Post information on PPA of PA events and reply to comments

## **MEMBERSHIP**

Recruit new members, contact members whose membership has expired, create surveys on what members want, like etc. **and** advise members on membership questions.

## **MENTORSHIP**

Currently in planning stages

## **MONTHLY MEETINGS**

Coordinate all details of each PPA of PA meeting and make sure that each event runs smoothly without incident.

Secure speakers on a variety of photography or business topics that are of interest to members, set dates and secure venues for all PPA of PA monthly meetings/presentations throughout the year.

## **PHOTOGRAPHY**

Attend PPA of PA events and take photos for use on website and marketing.

## **POLICIES & PROCEEDURES**

Attend all Board of Governors meetings to assure that Robert's Rules are being followed properly.

Checks on the legality of any policies established by the Board of Governors or any disciplinary actions taken against any members.

## **REGISTRATION**

Prepare and set up registration tables for use at PPA of PA conventions and meetings.

Work closely with Treasurer to plan for any monetary transactions that occur during the event (program/banquet registration fees etc)

Update the registration desk file envelopes for each member with pertinent information in preparation for each meeting:

## **SCREENING & ETHICS**

Call new membership applicants to welcome/interview/answer Q's

Discuss volunteer opportunities and email list of committees.

Add new member email address to Mailchimp email list.

Notify webmaster so they can publish new member name/location/business name, if applicable on website.

## **TALENT**

## **TECHNOLOGY**

Provide tech support at meetings, coordinate Zoom meetings, video processing, slide show production

## **TRANSPORTATION**

Coordinate local transportation and act as tour guide for speaker/presenters for meetings and conventions

## **TROPHY**

## **STATE AWARDS**

Maintain records of Degree and Service points for all members.

Order and store medallions and lanyards for Degree and Service Awards.

Prepare slide shows for all members receiving State Degree or Service Awards at the annual Awards banquet.