



THE PROFESSIONAL ASSOCIATION: SOMO CHAPTER

What we all have in common is the desire to care and share with one another ways in which we can make the Boys & Girls Club profession better for the next generation of professionals.

COMMITTEE EXPECTATIONS

Each committee was formed with particular goals in mind. The expectations outlined below serve as a guide for successful implementation and evaluation of the committee.

THE PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Committee Shall:

1. Promote the professional growth of Chapter Members in all areas of development and performance.
2. Maintain awareness of all developments on the national, state, and local levels which would affect the professional status of members of the profession.
3. Prepare and submit to the Executive Committee, in cooperation with other committees of the Chapter, recommendations promoting the efficacy of the Chapter.
4. Host training opportunities for Chapter Members.
5. Research training opportunities for Chapter Members on the local, state, regional, and national level.
6. Research conference opportunities for Chapter Members on the local, state, regional, and national level.
7. Apply for funding for training opportunities (i.e. apply for chapter grants, fundraisers, etc.)
8. Identify training needs of Chapter Members through various outlets (i.e. surveys, email, meetings, etc.)
9. Ensure Chapter Members take courses on Spillet Leadership University
10. Lead training opportunities for Chapter Members.
11. Communicate training and conference opportunities to Chapter Members in a timely, organized fashion.
12. Conduct drills with Chapter Members (i.e. safety, classroom management, etc.)
13. Promote a sense of family and support among Chapter Members.
14. Other duties and responsibilities as may be delegated by the Chapter or the Executive Committee.

THE SOCIAL COMMITTEE

The Social Committee Shall:

1. Prepare and submit to the Executive Committee, in cooperation with other committees of the Chapter, recommendations promoting the efficacy of the Chapter.
2. Form a newsletter that is sent out quarterly to all Chapter Members.
3. Plan and implement two social events a year that promote the vision and mission of the Chapter.
4. Plan and implement two social events a year that allow Chapter Members to communicate, network, and visit.
5. Host Chapter Meetings (i.e. provide food, set up, tear down, provide writing utensils, etc.)
6. Create and distribute public relations materials for events.
7. Promote a sense of family and support among Chapter Members.
8. Gather information on party themes through communication with Chapter Members.
9. Other duties and responsibilities as may be delegated by the Chapter or the Executive Committee.

THE RECOGNITION COMMITTEE

The Recognition Committee Shall:

1. Prepare and submit to the Executive Committee, in cooperation with other committees of the Chapter, recommendations promoting the efficacy of the Chapter.
2. Research recognition opportunities for Chapter Members.
3. Develop and implement a SOMO Chapter Recognition Program.
4. Stay regularly updated on recognition opportunities through BGCA.
5. Stay regularly updated on recognition opportunities through The Professional Association.
6. Nominate Chapter Members for various opportunities.
7. Submit recognition submissions in an orderly and timely fashion.
8. Recognize Chapter Members at meetings
9. Recognize Chapter Members for: birthday, promotions, anniversaries, births, deaths, etc.
10. Recognize Chapter Members using informal and formal recognition.
11. Present Recognition Programs to members for additional opportunities in their Club Houses.
12. Promote a sense of family and support among Chapter Members.
13. Other duties and responsibilities as may be delegated by the Chapter or the Executive Committee.

THE FINANCE COMMITTEE

The Finance Committee Shall:

1. Prepare and submit to the Executive Committee, in cooperation with other committees of the Chapter, recommendations promoting the efficacy of the Chapter.
2. Manage the Chapter's budget effectively.
3. Approve or deny monies submitted by Chapter Members.
4. Promote a sense of family and support among Chapter Members.
5. Develop, implement, and host two fundraising opportunities per year.
6. Shop for various needs as set forth by committees.
7. Collect and submit membership dues and other monies (i.e. meals, events, local dues, etc.)
8. Other duties and responsibilities as may be delegated by the Chapter or the Executive Committee.

THE EXECUTIVE COMMITTEE

The Executive Committee Shall:

1. Oversee and lead Meetings.
2. Provide itinerary and agendas for meetings.
3. Supervise each Committee Chairperson.
4. Ensure the proper use of time and materials at all times.
5. Recruit Chapter Members.
6. Communicate needs and expectations to Committee Chairs.
7. Hold committee chairpersons accountable for accomplishing their responsibilities.
8. Other duties and responsibilities as assigned.

THE PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON

The Professional Development Committee Chairperson Shall:

1. Communicate regularly with the Executive Committee.
2. Preside over Professional Development Committee meetings.
3. Delegate and assign roles for various events.
4. Prepare and present supply and budget requests.
5. Attend Executive Committee/Chairperson Meetings as set by the Executive Committee.
6. Communicate regularly with the committee.
7. Ensure proper time management, organization, implementation, and execution of meetings, events, etc.

THE SOCIAL COMMITTEE CHAIRPERSON

The Social Committee Chairperson Shall:

1. Communicate regularly with the Executive Committee.
2. Preside over Social Committee meetings.
3. Delegate and assign roles for various events.
4. Prepare and present supply and budget requests.
5. Attend Executive Committee/Chairperson Meetings as set by the Executive Committee.
6. Communicate regularly with the committee.
7. Ensure proper time management, organization, implementation, and execution of meetings, events, etc.

THE RECOGNITION COMMITTEE CHAIRPERSON

The Recognition Committee Chairperson Shall:

1. Communicate regularly with the Executive Committee.
2. Preside over Recognition Committee meetings.
3. Delegate and assign roles for various events.
4. Prepare and present supply and budget requests.
5. Attend Executive Committee/Chairperson Meetings as set by the Executive Committee.
6. Communicate regularly with the committee.
7. Ensure proper time management, organization, implementation, and execution of meetings, events, etc.

THE FINANCE COMMITTEE CHAIRPERSON

The Finance Committee Chairperson Shall:

1. Communicate regularly with the Executive Committee.
2. Preside over Finance Committee meetings.
3. Delegate and assign roles for various events.
4. Prepare and present supply and budget requests.
5. Attend Executive Committee/Chairperson Meetings as set by the Executive Committee.
6. Communicate regularly with the committee.
7. Ensure proper time management, organization, implementation, and execution of meetings, events, etc.
8. Serve as the deciding factor in the event of a tie regarding budgetary decisions.
9. Prepare and present a budget to the Executive Committee Secretary on a monthly basis.