

N C L C A

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## Call for Committees

2015-2016

- Let us know which committee you would like to join, and which sub-task(s) interest you.
- This is a great way to become familiar with board members and possibly consider running for future board member positions.
- Committee members will have names published on the NCLCA website.
- This is a great way to include service to professional organizations on your resume.
- Serving on committees can help you achieve LCLC certification.
- Committee members will receive recognition at conference.
- Committee work provides a valuable way to network with colleagues across the nation.

### **Professional Development Committee:**

- Grants and awards: proposal review and mentoring (beginning in April)
- Conference proposal review (beginning in May)
- Conference proposal scheduling (May-June)
- Conference Moderator scheduling (June-August)
- Conference Awards Luncheon planning (June-August)

### **Membership Committee:**

- Membership drive (beginning in January)
- New Member Welcome (beginning ASAP)
- Conference registration desk and preparation on site (at conference)

### **Publications Committee:**

- Website administration (beginning in January when new website is launched)
- Digital conference program development (beginning in January)
- Newsletter editorial staff (beginning ASAP)
- Printed conference program development (beginning in April)

**International Committee:**

- Recruit, outreach, welcome to international members (beginning ASAP)
- Serve as mentors at conference (at conference site)

**Marketing Committee:**

- Social networking: Facebook, Twitter, Instagram (beginning ASAP)
- Marketing materials: development and distribution of printed and promotional items (beginning ASAP)
- Conference exhibitors: contact, recruitment, coordinating ads (beginning in March)

**Finance Committee:**

- Assist in conference income and expenditures (beginning May)
- Assist in coordinating scholarship raffle (beginning in July)

**Conference Social Committee:**

- Assist in planning special events (“Night on the Town” and “Campus Tour”) for the conference (beginning in January).
- Assist in decorating for the conference (on-site at conference).
- Assist in planning and recruiting door prizes for the conference (beginning in July).
- Assist in planning the Welcome Reception for the conference (beginning in April).
- Assist in planning and staffing Hospitality Suites at conference (at conference site)