



Call for Committees 2017

Serving on a committee is the best way to become familiar with how NCLCA operates, the tasks unique to board positions, and more! We admit that we harbor an ulterior motive: we want to recruit you to be on the board in the future!

Benefits to committee service:

- Service to a national organization is essential for your CV or resume.
- Serving on committees can help you achieve Learning Center Leadership Certification.
- Members are recognized at the annual conference.
- Members' names will be published on the NCLCA website.
- The work provides an unprecedented networking opportunity with colleagues nationwide.

Conference Sub-Committees

Concurrent Session Proposals

- Review and respond to those who have submitted concurrent session, poster session, and mini-engagement workshop conference proposals
- Schedule sessions into rooms.
- **Contact Diana Garland: dianagarland@missouristate.edu**

Scheduling Committee

- Schedule accepted sessions/workshops into rooms.
- Schedule moderators.
- **Contact Jenny Haley: jhaley@bsu.edu or Pat Maher: pmaher@usf.edu**

Guidebook and Conference Program

- Create and maintain the conference Guidebook and design and create the printed conference program.
- **Contact Martin Golson: golsonm@apsu.edu**

Registration Desk Volunteers

- This team will staff the Registration Desk at the conference, assist with stuffing conference bags, scanning attendees as they enter banquet events, etc.
- Conference registration desk and preparation on site (at conference)
- **Contact David Reedy: dreed@ncu.edu**

Marketing

- Assist our Marketing Officer in coordinating vendors and exhibitors (contact, recruitment, coordinating ads for the program, etc.) and creating marketing materials for the conference. Social networking is an important part of this.
- **Contact Melissa Brocato: mbrocato@lsu.edu**

Decorators

- This is a fun one! Assist the Vice President/Conference Chair in decorating at the conference.
- **Contact Michael Frizell: michaelfrizell@missouristate.edu**

Raffle

- Work with the Treasurer to gather raffle items (seek donations from members and businesses).
- During the conference, sell raffle tickets before and after meals, in the exhibitor area, etc.
- **Contact David Reedy: dreedy@ncu.edu**

Night on the Town

- Coordinate the Night on the Town activities.
- Before the conference: work with the venue to secure tickets, make reservations; work with the Conference Registrar to set up registration and payment and track sales, etc. Also, put together a handout of local attractions, shopping, and restaurants that are not part of Night on the Town options that we can include in the conference bags.
- At the conference: make announcements, track registration, answer questions, get the attendees on the right bus, keep track of attendees so no one is left behind, etc.
- **Contact Michael Frizell: michaelfrizell@missouristate.edu**

Conference Social Committee

- Organize/coordinate the conference “Fun Run.”
- Organize the hospitality suite events.
- **Contact Lindy Coleman: colemanm@cofc.edu**

Door Prizes Coordinator

- Contact members to solicit donations for door prizes (t-shirts, travel mugs, pens, bags, etc.)
- At the conference, assist board members in organizing and awarding door prizes.
- **Contact Dana Jablonski: dmj0021@auburn.edu**

Other Essential Committees

Membership Committee

- Membership drive (beginning in January)
- New Member Welcome (beginning ASAP)
- **Contact Diana Jablonski: dmj0021@auburn.edu**

Publications Committee

- Newsletter editorial staff (beginning ASAP)
- Assist Publications Officer with all other publications (beginning ASAP)
- **Contact Martin Golson: golsonm@apsu.edu**

Grants & Awards Committee

- Issue the Frank L. Christ Outstanding Learning Center Award
- Issue the Brenda Pfaehler Professional Development Grant
- **Contact Diana Garland: dianagarland@missouristate.edu**

International Committee

- Recruit, outreach, welcome to international members (beginning ASAP)
- Serve as mentors at conference (at conference site)
- **Contact Pat Maher: pmaher@usf.edu**

Finance Committee

- Assist in conference income and expenditures (beginning May)
- Assist in coordinating scholarship raffle (beginning in July)
- **Contact David Reedy: dreed@ncu.edu**










NCLCA Marketing Committee

- Social networking: Facebook, Twitter, Instagram (beginning ASAP)
- Marketing materials: development and distribution of printed and promotional items (beginning ASAP)
- Conference exhibitors (if you would like to be on conference committee): contact, recruitment, coordinating ads (beginning in March)
- **Contact Melissa Brocato: mbrocato@lsu.edu**

Professional Development Committee

- Grants and awards: proposal review and mentoring (beginning in April)
- **Contact Diana Garland: dianagarland@missouristate.edu**

Please contact the person listed if you wish to serve on a committee!

COMMITTEE ORGANIZERS	
Organizer	Committee(s)
 <p>Pat Maher President pmaher@usf.edu</p>	<ul style="list-style-type: none"> • Scheduling (Conference) • International
 <p>Jenny Haley Immediate Past President jhaley@bsu.edu</p>	<ul style="list-style-type: none"> • Scheduling (Conference)
 <p>Michael Frizell Vice President & TLAR Editor michaelfrizell@missouristate.edu</p>	<ul style="list-style-type: none"> • Night on the Town (Conference) • Decorators (Conference) • <u>Questions regarding any committee</u>
 <p>David Reedy Treasurer dreedy@ncu.edu</p>	<ul style="list-style-type: none"> • Registration Desk Volunteers (Conference) • Raffle (Conference) • Finance
 <p>Lindy Coleman Recording Secretary colemanm@cofc.edu</p>	<ul style="list-style-type: none"> • Social (Conference)
 <p>Melissa Brocato Marketing Officer mbrocato@lsu.edu</p>	<ul style="list-style-type: none"> • Marketing (Conference) • NCLCA Marketing
 <p>Dana Jablonski Membership Secretary Dmj0021@auburn.edu</p>	<ul style="list-style-type: none"> • Door Prizes (Conference) • Membership Committee
 <p>Diana Garland Professional Development Officer dianagarland@missouristate.edu</p>	<ul style="list-style-type: none"> • Proposals (Conference) • Grants & Awards • Professional Development
 <p>Martin Golson Publications Officer mgolson@apsu.edu</p>	<ul style="list-style-type: none"> • Guidebook & Conference Program (Conference) • Publications