



LAI Chicago Region Chapter Committee Charters

Communications Committee

Committee Purpose:

- Promote Lambda Alpha – Chicago Region Chapter Chapter events and activities.
- Increase communication among members.
- Develop internal and external communications plans and strategies.

Committee Type: Standing

Chairperson: VP of Communications

Committee Terms and Structure: The committee term runs on a calendar year but may get a jump start on Q1 activities of Membership and Program committees.

Activities, Duties & Responsibilities:

- Assemble a committee.
- Determine budget.
- Create a communication plan for the year by the end of the 1st quarter.
- Encourage more membership involvement through thoughtful communication and outreach.
- Work with Chicago Region Chapter staff to determine roles and responsibilities of staff vs. volunteers.

Diversity, Equity & Inclusion Goals, Metrics and Key Performance Indicators

- Ensure all communication, including publicity and member outreach / acknowledgments, have diverse representation and meet chapter's DEI goals.
- The Communications Committee shall consist of a minimum of 25% underrepresented minorities and women.

Committee Documents, File Management and Standard Processes: The Chairperson shall work with the Chapter Administrator to establish a shared "Cloud" based file sharing folder for the committee. All shared files and meeting minutes shall be stored in this folder. The Chapter Administrator shall also be made aware of any communications to the membership and be provided with the opportunity to review as a quality control measure.

A transition meeting will be scheduled in November with the incoming chairperson and the incoming chair will be invited to participate in committee meetings during the transition period.

Delegation of Authority: The committee is authorized to create and implement the communications strategy for the chapter that promotes events, members, and chapter initiatives. The committee is not authorized to express opinions or representations on behalf of the chapter without prior approval of the Board of Directors.

The committee is authorized to recruit participants to fulfill the committee's goals.

Charter Author(s): Angela Brooks (2022), Justin Pelej Updated (2023)

Chautauqua and Salons Committee

Committee Purpose: To create annual Chautauqua and Salon programs for the LAI Chicago Region Chapter Chapter that:

- Align with the chapter's annual theme as stated by the Board of Directors.
- Hold one Chautauqua and one Salon.
- Creates events offering in-depth, intimate discussions on timely topics.
- Generate revenue for the chapter.

Committee Type: Standing

Chairperson: VP of Chautauqua and Salons

Committee Terms and Structure: Committee term runs February 1st to July 31st. This allows the new Board of Directors, and related committee chairs, to transition at the end of the calendar year. The incoming VP of Chautauqua and Salons shall collaborate with the current VP from December 1st to January 31st to ensure a smooth transition.

Activities, Duties & Responsibilities:

- Create two programs that foster learning opportunities relevant to membership interests that offer in-depth, intimate discussions on timely topics.
- Promote the chapter's annual theme.
- Foster diversity both in membership and topic.
- Meet monthly as a committee to plan programs.
- Meet as necessary to prepare speakers and participants prior to the program.
- Create program descriptions for marketing purposes and collect all program participant bios and headshots. All items must be provided to the Chapter Administrator (Big Buzz) 6 weeks prior to the planned program. This will provide ample time for the Chapter Administrator to market the event via the website and email blasts.
- Coordinate with Chapter Administrator (Big Buzz) regarding all program logistics such as location, parking, food and beverage, insurance and contracts, waivers related to recorded events, and other related matters.

Diversity, Equity & Inclusion Goals, Metrics and Key Performance Indicators

- The Chautauqua and Salons Committee shall comprise underrepresented minorities and women.
- The committee shall do its due diligence to secure diverse presenters, moderators, panelists, and Salon hosts.

Committee Documents, File Management and Standard Processes: The Chairperson shall work with the Chapter Administrator (Big Buzz) to establish a file sharing system (SharePoint or Google) for the committee. All shared files and meeting minutes shall be stored in this folder. The Chapter Administrator shall also be copied on all email correspondence that involves the logistics of a planned event.

Delegation of Authority: The committee is authorized to create programs and recruit participants. To the extent that a program is required to execute a contract (venue for example) or spend money (food & beverage), the Chairperson shall refer to the chapter budget approved by the Board. If any adjustments

are need ore requests for additional funds, the Chairperson must get the approval of the Board of Directors.

Program Committee

Committee Purpose: To create monthly programs for the LAI Chicago Region Chapter Chapter that:

- Align with the chapter's annual theme as stated by the Board of Directors.
- Creates learning opportunities relevant to membership interests and promotes the expertise found within the membership and sponsors.
- Engages members, both current and future, to attend and interact with one another monthly.
- Promotes diversity both in membership and topic.
- Generate revenue for the chapter.

Committee Type: Standing

Chairperson: VP of Programs

Committee Terms and Structure: Committee term runs April 1st to March 31st. This allows the new Board of Directors, and related committee chairs, to transition at the end of the calendar year without any disruption in programs. The incoming VP of Programs shall collaborate with the current VP of Programs from January 1st to March 31st to ensure a smooth transition.

Activities, Duties & Responsibilities:

- Assemble and maintain a committee of at least 5 members.
- Create monthly programs that foster learning opportunities relevant to membership interests and promotes the expertise found within both the membership and sponsors.
- Promote membership interaction through topical Q&A and social gathering before and after programmed events.
- Promote the chapter's annual theme.
- Foster diversity both in membership and topic.
- Meet monthly as a committee to plan programs.
- Meet as necessary to prepare speakers and participants prior to the program.
- Create monthly program descriptions for marketing purposes and collect all program participant bios and headshots. All of these items must be provided to the Chapter Administrator (BigBuzz) 6-weeks prior to the planned program. This will provide ample time for the Chapter Administrator to market the event via the website and email blasts.
- Coordinate with Chapter Administrator (BigBuzz) regarding all program logistics such as location, parking, food and beverage, insurance and contracts, waivers related to recorded events, and other related matters.

Membership Committee

Committee Purpose: To generate enthusiasm through communication planning, ideas and drive conversations around generating membership within the Chicago Region Chapter of Lambda Alpha International to increase the local membership with diversity, equity and inclusion in mind that represents the city of which this chapter resides.

Committee Type: Ad Hoc

Chairperson: VP of Membership Committee

Activities, Duties & Responsibilities:

- To identify a diverse team of committee members in the public and private sector, of varying ages, membership lengths and diversity in order to serve on a committee to drive nominations for new applicants as members.
- To help review applications for new members to report out to the board in advance of the new member ceremony in October.
- To develop strategies around growing the membership pool.
- To mentor/groom prospective members.
- To communicate to the Chicago Region Chapter about the requirements, forms, timelines for nomination.
- To work alongside the Chicago Region Chapter Board informing them of the activities of the Committee.

Delegation of Authority: Communications to Chicago Region Chapter Members around nominations for new members; To have Committee Meetings centering around the role of the Membership Committee with Chicago Region Chapter Members; To generate ideas that can be implemented within Chicago Region Chapter to help raise awareness outside of the organization to gain interest of new prospective Member.