



THE TALLAHASSEE CHAPTER COMMITTEE VOLUNTEERS



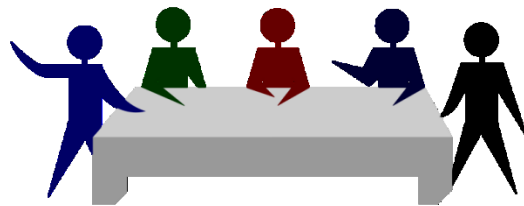
The Tallahassee Chapter has several committees that members can be a part of. Committee volunteers are vital to the success of the Tallahassee Chapter; they are the steam powering the engine. Members can join volunteer committees and apply their knowledge and skills in new and exciting ways. The Committee Members are volunteers who are active members in good standing with the Tallahassee Chapter of the APA and **must attend 50% of all chapter meetings.**



ADVISORY COMMITTEE

The Advisory Committee will be comprised of the voting board and two other members who provide guidance on key issues, such as chapter policy & objectives, budgetary resource allocation, and decisions involving large expenditures.

The role of the Advisory Committee is to guide the chapter in the right direction. They take previous experiences and share them with the chapter officers. They question and discuss whether a decision is the right one for the chapter. The Advisory Committee makes the final decision for the all committees.





EDUCATION & PROGRAM PLANNING COMMITTEE

The Education & Program Planning Committee will plan, educate and present balanced and informative programs to the general public. This committee would prepare communication for the chapter members regarding APA, Chapter Bylaws, about upcoming Educational seminars, conferences, or web-casts. This information would be posted on the Tallahassee Chapter website as well as communicated through the Membership Secretary.

This committee also prepares communication pertaining to Educational Grants available for members to participate and nominates members that may be good candidates for receiving National Grants. They will also research opportunities for educational programs to be brought to our members by having our chapter host the event. Additionally, they will organize events within the Tallahassee chapter to benefit the community.

The committee's responsibility may include, but is not limited to, assisting the Officers and Board of Directors in organizing events, securing meeting speakers, establishing meeting topics, insuring there are no schedule conflicts with the National APA calendar dates, and being advisors to the Certification Study Group Coordinator.





MEMBERSHIP / WELCOME COMMITTEE

The Membership committee will research and develop new and innovative ways to attract new members as well as retain current membership. This committee pursues opportunities to build our membership. This would include mailings and vendor events. They maintain the chapter benefit flyer and membership flyer to be used for distribution at events that prospective members may attend.

In addition, this committee would greet members to the monthly meetings. They ensure that all meal, beverage, and paper products will be available for the meeting.





NEWSLETTER & COMMUNICATION COMMITTEE

The Newsletter & Communication Committee will develop and prepare chapter newsletters and maintain website communication for the purpose of keeping members informed about programs, news and meeting dates.

This committee works with all committees, officers, and board members to receive information to be posted on the website. This committee makes suggestions to improve the website layout and content. This committee also submits the necessary information to participate in the National APA web site contest. Annually this committee contacts web sponsors for renewal.





GOVERNMENT LIAISON / GOVERNMENT COMMITTEE

This committee communicates to Chapter members any legislative and regulatory changes/news. The Government Liaison would communicate at each monthly meeting changes/news of interest to the members. This committee would also solicit government agencies for NPW proclamations. They would provide the NPW Committee appropriate information for the NPW chapter contest submission. This committee would provide information to be posted to the Tallahassee Chapter website and members via the Chapter Membership Secretary.





AWARDS COMMITTEE

The Awards Committee will oversee the granting of awards established by the Chapter. This committee would be broken down into subcommittees to tackle all aspects of the award offers and communication. They shall publicize awards opportunities and coordinate the presentation of awards to recipients. The committee will select one or more recipients every year for each award, or no recipient if none of the nominees are deemed sufficiently qualified. They are responsible for determining award types, criteria and purpose.





NATIONAL PAYROLL WEEK COMMITTEE

This committee organizes the annual National Payroll Week event for the Tallahassee chapter. This committee would be broken down into subcommittees to tackle all aspects of the event and communication. One member of this committee would participate in the National APA conference call for National Payroll Week. This committee prepares communication to the Chapter members on how to celebrate National Payroll Week within their companies. This communication is also stored on the Tallahassee Chapter website. This committee collects from members the activities held for National Payroll Week.

The committee will organize the Chapter activities, and is the principle liaison with APA National for all NPW related communications, and coordinates the Chapter's entry in the NPW contests. Getting all Chapter members motivated to participate in the NPW is a top priority.

NATIONAL PAYROLL WEEK





OTHER COMMITTEES

The Board of Directors may create special committees as deemed necessary for the continuation of the Chapter's Mission of Education and promotion of Payroll Professionals.