**JOIN AN NYPCMA COMMITTEE!**



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| **Committee:** | **Community Services** | **Awards & Recognition /**  **Emerging Leaders** | **Sponsor/Patron Relations** | **Program Committee** | **Membership** | **Marketing/Communications** |
| **Chair:** | Jeffrey Musumano  jmusumano@hihartford.com | Brecht Putman  brecht@visitflanders.us | Meagan Prescott  [Mprescott@sifma.org](mailto:Mprescott@sifma.org) | Victoria Lee  viclee@estee.com | Barri Bialko  bbialko@stamfordmarriott.com | Chris Achacoso  chris.achacoso@melbournecb.com.au |
| **What We Do:** | We lead charitable initiatives for the chapter. We have focused on helping feed hungry people. | *Awards & Recognition* - Responsible for working with the board to identify and recognize outstanding partners, supporters, and members whose contributions are above and beyond in scope each year. Awarding scholarships for Convening Leaders.  *Emerging Leaders* – Responsible for engaging and working with students and new professionals. | Solicit and secure sponsorship. Provide fulfillment of sponsors for each program and annual tiered sponsors. | Responsible for deciding on programming topics, venue search, logistics, and speaker invitations for the chapter events. | Promotes and maintains the growth of the chapter.  Planner Focus group - 1 person  Mixers - 2 people  Membership Survey - 1 person  Growth & Retention Targets - 1 person | Produces periodic e-newsletter and keeps our members updated with current industry news and events.  Produce social media content for the Chapter. |
| **Goals for the Year:** | Assemble 200 hygiene kits for the homeless.  Build 300 care kits  Collect 200 pieces of clothing for Bowery Mission | Build emerging leaders engagement platform that will help sustain the volunteerism culture of PCMA. Create a list of student volunteers to refer to when volunteers are needed. | Have sponsorship for each program. Secure annual sponsorships. Engage with new partners for potential future sponsorship. Work on sponsorship deliverable for each event. | Run smooth programs with cutting edge topics and speakers at exciting venues | Welcome new members and ensure existing members renew their annual memberships. | Produce a quarterly newsletter, update the existing newsletter format, increase our social media engagement, explore new avenues for marketing our events. |
| **How Often Committee Meets:** | Conference calls as needed. Most work is done via phone and email. | Conference calls as needed. In person – once per quarter | Conference calls as needed. Most work is done via phone and email. | Conference calls as needed. Most work is done via phone and email. In person meeting before the event. | Conference calls as needed. Most work is done via phone and email. | Conference calls approx.. once a month. Most work is done via phone and email. |
| **Labor Hours Per Month:** | 1-2 hours per month | Varies based on project – 2-4 hours per month approximately | This position requires about 4 -5 hours per month. | 4-5 hours per month | 1-2 hours per month | 1-2 hours per month |
| **Where We Need Help:** | Promoting our food drive, soliciting donations for Education Day raffle; General ideas to support our causes. | *Awards & Recognition* - Making recommendations on improvements to how our chapter recognizes individual’s efforts.  *Emerging Leaders*- Creating a platform to get new professionals and students engaged in volunteering in NYPCMA. | Contacting potential new sponsors, following up with sponsors on what they need for certain programs, -reaching out for gifts and prizes if unable to sponsor. Attending events on site to assist sponsors | Identifying hot topics and speakers and seek unique venues. | Assisting with the focus group and mixers, contacting members when their membership is due to expire, brainstorming ways to keep our members engaged in the chapter. | Submitting articles, assist with editing, take photos and keep us updated on what's new in our diverse geographic region. Liaise with other committee on marketing needs, |