

GENERAL RESPONSIBILITIES OF ALL COMMITTEE CHAIRMEN

1. Be responsible for conducting the affairs of the assigned committee. As required, prepare information for submittal to the Board of Directors for their approval on any particular function.
2. Obtain files from previous year's chairman, maintain said files in the current year, and give completed files to the following year's chairman.
3. Select a co-chairman and committee member(s) (as necessary) to properly conduct the affairs of the committee. If committee meetings are necessary, call such meeting, notifying all committee members, the board contact (who serves in an advisory capacity) and the President of the date, time and place of said meeting.
4. Advise membership of committee activities by most expedient means-verbal (using General Arrangements Committee), mail, email, bulletin, or announcement at a general membership meeting.
5. Attend Board meeting(s) as requested. If necessary, ask the President for time on the agenda and submit a written report to the board contact, giving both of them at least a 24-hour notice.
6. Furnish the Corresponding Secretary with the necessary information to write thank you letters.
7. Collect and/or disburse any monies in the name of Desk and Derrick, assuring all checks are made payable to "DESK AND DERRICK CLUB OF THE WESTBANK," and properly supporting all expenditures with proper documentation (i.e., receipts and invoices).
8. As required, provide a copy of the committee's report made to the Board of Directors or General Membership Meeting to the President, Vice President and Recording Secretary.
9. In the beginning of the year, furnish a written, detailed proposed budget for the year to the Treasurer by the specified deadline. At the end of the year, provide a written report of the year's financial activity to the Treasurer.
10. Distribute the Club's "Pin Awards" as outlined in the guidelines.

DETAILED RESPONSIBILITIES OF THE COMMITTEE CHAIRMEN

AIMEE AWARDS

1. For current year, review, categorize, and select all material for appropriateness as contest entries for AIMEE, accordance with most recent ADDC Contest Committee guidelines.
2. Prepare the selected entries for submittal to the ADDC Contest Chairman by the designated deadline.

BULLETIN

1. Gather information, prepare material for printing, and publish the bulletin monthly, impartially reporting news, Club activities, members' birthdays, and all current Regional and Association news.
2. Supply successor with work schedule and any other pertinent information concerning timely publication of the bulletin.
3. Become familiar with the awards guidelines for Bulletin entries and provide copies of bulletins to the AIMEE Awards Committee in a timely manner.

BYLAWS/HANDBOOK

1. Update changes in the Charter, Bylaws, Standing Rules and Duties and Responsibilities, always in conformance with ADDC Bylaws, as proposed by membership. Process these amendments and present to the Board of Directors and membership in accordance with guidelines in the Club Bylaws.
2. Maintain the Charter on a current basis according to state law.
3. Provide copies of Club Bylaws to ADDC Bylaws Committee as designated.
4. Prepare and distribute the final Bylaws to membership for inclusion in the Handbooks.
5. Submit any proposed amendments to the Association Bylaws in writing, to the Association Rules Committee in accordance with the guidelines given by the ADDC Rules Committee.
6. Maintain current information on all sections of the Handbook, making any interim distribution to membership as may be necessary. Prepare complete Handbooks for new members and distribute to them as necessary.

ELECTION

1. Make an alphabetical list of eligible voters.
2. Provide ballots, tally sheets, and teller's report.
3. At the voting meeting, distribute ballots, assuring that each member initials the voter list, acknowledging receipt of the ballot.
4. After all ballots have been cast, count ballots, make teller's report, and give it to the President, who shall report the results.

FIELD TRIP

1. Contact company officials relative to sponsoring a field trip and submit the proposal to the Board of Directors for approval.
2. Once approved, coordinate plans with officials and provide all details to membership at the general membership meeting or via the most expedient means in any case where time is crucial.
3. Handle reservations, necessary transportation arrangements, and collection of monies.
4. Become familiar with the awards guidelines for Field Trip entries and provide copies of field trip materials to AIMEE Awards Committee in a timely manner.
5. Prepare a framed certificate of appreciation for the speaker(s) and arrange for a \$20.00 donation to be made to the Westbank Scholarship Fund in honor of the speaker(s) or his/her company, if funds are available.

FINANCE

1. Organize all fund-raising activities, presenting complete information to the Board of Directors for approval and then to membership. Organize and guide any subcommittees that may be required to complete the project.
2. Work with the Board of Directors, and most particularly with the Treasurer, to see that IRS regulations will not be violated.
3. Conduct a 50/50 raffle at the general membership meeting for 50/50, table decorations, and gifts.
4. Once funds are returned from sale items that amount will be applied back towards the original budget.

GENERAL ARRANGEMENTS

1. Select as many committee members as necessary to handle the responsibilities of the committee in a timely manner.
2. Accept dinner meeting reservations from committee members on the day deemed appropriate to making timely reservations with the meeting place.
3. Receive from the Program/Monthly Decorating and Membership/Orientation Committees the number of reservations needed for the speaker and/or guests.
4. Verify the invitations of guests, prior to accepting reservations.
5. Obtain an advance from the Treasurer at the beginning of the year for change purposes, and return the advance money to the Treasurer at the end of the year.
6. Arrive at the meeting place by 5:30 p.m., setting up badges prior to the meeting. Collect badges after the meeting.
7. Provide a friendly welcome to members and guests on all occasions.
8. After collection of all monies, balance money with total meals ordered and turn money over to the Treasurer along with the invoice for the meeting place for payment.
9. Become familiar with the names of new members and guests to present at each meeting. Introduce the guests and new members at the General Membership meeting.
10. Provide new member badges and guest tags. Identify new member badges with a gold ribbon and guest badges with a black ribbon. At the beginning of each year, provide up-to-date name badges for all members.
11. Provide Officers and Board Members special identification badges for year-round recognition.
12. Advise the meeting place of the total number of reservations needed.
13. Report at the General Membership meeting the number of members and guests who are in attendance.
14. Select the meal menu each month and inform the Bulletin Committee Chairman and the President of the selection.
15. If a member makes reservations and does not attend the meeting or cancel the reservation prior to the stated deadline, send a letter to the member requesting payment for the meal.
16. Notify Membership of any vacancy on the Board of Directors or in any office for special elections only.

17. Remind members of club functions, including any special activities which may quickly arise, as requested by the President.

IAN/SOCIAL

IAN

1. Plan an annual special activity and/or program representative of our appreciation for the industry.
 - A. Obtain estimated costs.
 - B. Submit information regarding the activity to the Board of Directors for approval or rejection.
 - C. Present particulars of activity to membership.
 - D. Collect all monies for reservations in advance; give all monies to the Treasurer in a timely manner.
 - E. Coordinate a guest list with the Communications Leadership Training/Education, Field Trip and Program/Monthly Decorating Committees of those who have sponsored field trips and who have been speakers (including Desk and Derrick club members) as well as any special people who have shown great support to the club, who may be included as our guests.
 - F. Submit the guest list to the Board of Directors for approval or rejection.
 - G. Issue written invitations to approved guests and one guest or his/her choice, if funds are available.
 - H. Prepare name tags, secure table decorations, and arrange to greet guests at the function.

SOCIAL

2. Plan social activities.
 - A. Obtain estimated costs.
 - B. Submit information about the activity to the Board of Directors for approval or rejection.
 - C. Present particulars of activities to membership.
 - D. Collect all monies for reservations, preferably in advance; give all monies to the Treasurer in a timely manner.

LEADERSHIP RESOURCE COMMITTEE – EDUCATION

1. Promote Leadership Resource Training within the Club by organizing seminars on "LR" topics and actively pursuing participation by membership.
2. Advise the ADDC "LR" Regional Representative of the name(s) of the Club's Committee Chairman.
3. Become familiar with the awards guidelines for "LR" Committee entries and submit the seminar/program materials to the AIMEE Awards Committee in a timely manner.
4. Maintenance of the Committee's files shall include the "LR" Training Kit, name and address of the "LR" Regional Representative as well as the ADDC Chairman, a list of local organizations which arrange speaking engagements, and a schedule of the year's activities (i.e., club participants, speech topics, etc.).
5. Submit copies of all reports of speaking engagements to the ADDC "LR" Chairman and the Region III "LR" Representative in accordance with ADDC guidelines.
6. Furnish education information to the club members as it is received; plan and coordinate educational seminars, arranging for and working with instructors; coordinate and maintain records for "Study Courses" and forward required information to the Regional Representative for ADDC/PETEX certification; follow through and distribute certificates when appropriate; help members in their participation in Correspondence Courses; and if desired, request ADDC/PETEX certification through the Regional Representative.
7. Submit Education Seminar Reporting form to the ADDC Education Chairman and the Region III Education Representative.
8. Maintain attendance record.
9. Prepare a framed certificate of appreciation for the speaker(s) and arrange for a \$20.00 donation to be made to the Westbank Scholarship Fund in honor of the speaker(s) or his/her company, if funds are available.

MEMBERSHIP/ORIENTATION

1. Relative to coming year, collect completed applications and annual dues from renewing members.
2. Provide applications for membership to eligible prospective members.
3. Submit applications for new membership to the Board of Directors for approval or rejection.
4. Furnish an alphabetical list of new members and renewals to all members.
5. Provide all collected dues to the Treasurer in a timely manner.

6. Advise the Board of Directors and Membership of any formal resignations or membership terminations.
7. Notify Officers, Board of Directors, and the appropriate committee chairmen of any changes in home or office addresses, phone numbers, or membership status of any member.
8. Submit names of guests to the Board of Directors for approval or rejection, verifying that these guests meet qualifications for future membership, in accordance with Article IV of Club Bylaws.
9. Forward names of approved guests to the General Arrangements Committee.
10. Create an orientation program to inform new members and remind existing members of the purpose, history, past achievements, and principal functions of Desk and Derrick on the local, regional, and association levels.

MEMORY BOOK

1. Prepare the President's Memory book, securing pictures, mementos, newsworthy items and anything befitting memories of her/his year.
2. Present the Memory book to the President upon completion.

NOMINATING

1. Contact members regarding their consideration of serving the Club in various positions (or particular offices, in the case of special elections) for the coming year.
2. If possible, secure two (2) candidates for each office.
3. Request a brief resume from each candidate stating their qualifications, including educational background, employment history, and any Desk and Derrick achievements.
4. Mail or email resumes to membership at least ten (10) days prior to an election meeting, unless there is a single slate of officers.
5. Provide copies of all resumes to the Bulletin Committee prior to the October bulletin deadline.
6. Inform nominees, prior to an election meeting, that all nominees are to make a brief presentation at an election meeting.
7. Introduce all nominees to membership at an election meeting.

PROGRAM/MONTHLY DECORATING

1. The term for this Committee only will run from February to February effective immediately (10/18/2006) .

2. Secure speakers for the general membership meeting, submitting names, company affiliations, and topics (if known) to the Board of Directors for approval or rejection. Once approved, issue a written invitation/confirmation to the prospective speaker(s) and one (1) guest of their choice.
3. Advise General Arrangements chairman of required reservations.
4. Arrange for members to give an invocation and formally introduce the speaker at each meeting.
5. Secure any needed equipment.
6. Prepare a certificate of appreciation for the speaker(s) and arrange for a \$20.00 donation to be made to the Westbank Scholarship Fund in honor of the speaker(s), if funds are available.
7. Provide information on speakers and a short outline of the topics to the Bulletin Chairman prior to bulletin deadline.
8. Furnish Corresponding Secretary with complete information to write thank-you letters.
9. Prepare a small written program for each general membership meeting, putting one at each member's place prior to dinner. Send one copy of each program to Memory Book Committee.
10. Arrange for decorations for special meetings, if possible.
11. Become familiar with the awards guidelines for Program entries and submit all presentation materials to the AIMEE Awards Committee in a timely manner.
12. Prepare and submit the Program Report to the Region III Program Representative in accordance with ADDC guidelines.

PUBLIC RELATIONS/LEGISLATIVE INFORMATION/EMPLOYMENT COMMITTEE

1. Maintain a list of local newspapers, trade journals, and magazines. Prepare and submit articles of interest to them.
2. Arrange for a photographer at special events/activities, when possible.
3. Prepare releases for the Desk and Derrick Journal. Furnish the Memory Book Committee with copies of published releases.
4. Provide a non-partisan, informative source of information concerning federal and state legislation.
5. Prepare legislative reports as available for publication in the club bulletin.

6. At the general membership meetings, inform members who are seeking employment of companies with job openings. Act as a source of information only and not as an employment agency.
7. Members seeking employment or who are aware of job opportunities should notify the committee chairman.

SCHOLARSHIP COMMITTEE RESPONSIBILITIES

The Scholarship Committee shall consist of a minimum of five members of the Westbank D&D Club

The Committee shall:

1. Review and maintain guidelines for awards. Submit any changes to the current Board for review and approval/change/rejection.
2. Review scholarship applications for the purpose of selecting the qualified applicants. Each committee person shall use the attached scoring sheet, based on the scoring criteria, also attached, for the awarding of scholarship.

Selection of candidates by the committee shall be voted on by a quorum of the Committee (e-mail and phone votes are allowed).

Submit to the Board of Directors a list of recommended recipients, based on scoring, and the committee vote on all the submitted applications.

(Final decision for awards is made by the Board.)

Scholarships will be awarded in increments of no less than \$1,000.00 each, provided funds are available. Any leftover funds will roll over to the next year.

3. Organize and conduct fund-raisers, and present complete information to the Board of Directors for approval and then to Membership.
4. Arrange for publicity to increase community awareness of scholarship fund; reinforce that we are an educational club that supports education for its members and the community at large.
5. Handle communications for the committee.

SCORING SHEET CRITERIA

- High School GPA & ACT ----- 0 – 6 points
- College GPA ----- 3 – 10 points
- School or Club Activities,
Community Service, Personal Interest,
Hobbies, and Employment Status ----- 1 – 10 Points
- Scholarships and/or TOPS ----- 0 – 5 points
- Content of Letter of Recommendation ----- 1 – 3 points
- Applicant's letter or essay ----- 1 – 5 points

COMMITTEE SCORING SHEET

APPLICANTS

NAME: _____

High School GPA and ACT (0 – 6 points) _____

College GPA (3 – 10 points) _____

Activities, Interests, Employment (1 – 10 points) _____

Scholarships/TOPS (0 – 4 points) _____

Content of Recommendation letter (1 – 3 points) _____

Applicant's Letter/Essay (1 – 5 points) _____

TOTAL POINTS _____

Desk and Derrick Club of the Westbank
College Scholarship Guidelines

General Guidelines for All Applicants:

1. Must submit application through an active Westbank D&D Member. All active Westbank Club Members are encouraged to apply for the scholarship, provided they meet the guidelines.
2. Graduating high school seniors must provide copies of both GPA and ACT scores. Proof of cumulative GPA with a minimum of 2.5 and ACT of 21 is needed to qualify. Proof of these scores must be on an official school issued document with student name and ID#.
 - 2a. All graduating high school seniors must provide a Letter of Acceptance from the college or university attending.
 - 2b. Current college students must submit proof of cumulative GPA of 2.5 or higher on official school issued document with student name and ID#.
3. All applicants must submit completed application form, including all requested documentation to their Desk and Derrick Sponsor in time to be submitted to the Scholarship Chairman by March 15th. Incomplete applications or those received after the deadline will be disqualified.
4. No applicant will be granted more than four annual Scholarship Awards (need not be four continuous years).
5. All applicants must provide at least one letter of recommendation (from someone other than D&D Sponsor or immediate family member).
6. All applicants must provide letter or essay detailing intended field of study and educational goals.

Desk and Derrick Sponsor Responsibilities:

The Desk and Derrick Sponsor must write and submit a letter to the committee detailing their personal knowledge of the applicant.

The letter, the application, and all attachments, **MUST** be submitted to the Scholarship Chairman or be postmarked by **March 15th** and mailed to: Desk and Derrick Club of the Westbank Scholarship Chairman, P. O. Box 2875, Gretna, LA 70054-2875

Scholarships will be issued from available funds no later than June 30th of each year.

Scholarship checks will be issued jointly to the scholarship recipient and the appropriate college/university or college book store.

Desk and Derrick Club of the Westbank

College Scholarship Application

RETURN THIS APPLICATION TO YOUR SPONSOR FOR SUBMISSION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cumulative GPA: _____ ACT Score: _____

Status (# of credits/hours): Full Time _____ Part Time _____

Field of Study: _____

College Accepted to/Attending: _____

Personal Goals: _____

School or Club Activities: _____

Community Service Activities: _____

Personal Interests/Hobbies: _____

Are you employed?

Yes ___ No ___ Part Time ___ Full Time ___ Summer Only _____

Comments: _____

Number of members in your household: _____

List any scholarships, including TOPS, which are currently awarded, the amount, and the expenses covered. _____

DESK AND DERRICK SPONSOR SIGNATURE: _____

All applications must be submitted with requested documentation (see Scholarship Guidelines) by the Desk and Derrick Sponsor to the Scholarship Chairman on or **before March 15th** or be **postmarked by March 15th** and mailed to: Desk and Derrick Club of the Westbank Scholarship Chairman, P.O. Box 2875, Gretna, LA 70054-2875.