

## **ASCE Committees**

### Fundraising Committee

Responsible for coordinating the annual ASCE fundraiser. This committee sends out email advertising the sale and collects orders, distributes the product(s) and ensures funds are given to the ASCE Treasurer. Meets on an as needed basis.

### Christmas Committee

Responsible for coordinating the Christmas Holiday event. This committee secures the facility, completes the necessary forms, orders food, prepares decorations, sends out “save the date”, invitations, sign ups, and reminder emails to members. A budget should be discussed and agreed upon with all members of the committee and the ASCE officers prior to purchasing anything for this event. Meets on an as needed basis.

### Membership Committee

Responsible for collecting membership applications and maintaining a current list of members, compiles information for the member directory, oversees the membership drive, and keeps membership application and brochure current. Meets on an as needed basis.

### Newsletter/Photography Committee

Responsible for collecting information for the ASCE Newsletter including special events, meeting information, important dates, any professional development opportunities as well as any news from IAAP. Takes photos of meetings, special events, workshops to use in the newsletter or website. Meets on an as needed basis.

### Election Committee

Coordinates the election for ASCE officers. Sends out emails asking for nominations for officers, creates, send and collects ballots, tallies votes, and sends out results. Meets on an as needed basis.

### Professional Development Committee

Coordinates professional development opportunities for ASCE members such as training, informational workshops, etc. Meets on an as needed basis.

### Scholarship Committee

Collects all scholarship applications from ASCE Members for the Bonnie McHenry, CAP and ASCE Scholarships. This committee meets on an as needed basis to review the applications and determines the winners.

### Summer or Fall Event Committee

Coordinates the summer or fall event. This committee secures the facility, completes the necessary forms, orders food, prepares decorations, sends out “save the date”, invitations, sign ups, and reminder emails. A budget for these events should be discuss with all committee members and ASCE officers and agreed upon prior to any purchases for this event. Meets on an as needed basis.

### By Laws Committee

Meets as needed to review and discuss possible changes to ASCE by laws and constitution. Prepares possible changes and submits them to the ASCE officers so they can be voted on by all members.