

SCORE

Counselors to America's Small Business

Committee Structure May 1, 2005

Tri-County SCORE Chapter Number: 687 Atlantic, Cape May and Cumberland Counties

The name of this organization shall be the Atlantic, Cape May, and Cumberland Counties SCORE Chapter Number 687. Tri-County SCORE is a nonprofit corporation organized for charitable and educational purposes, and each SCORE Chapter is a unit member of the SCORE. SCORE is a resource partner of the U.S. Small Business Administration.

The Tri-County SCORE Chapter 687 has six approved committees. Those committees are as follows: Membership and Recruitment, Business and Marketing Development, Training and Program Development, Finance and Fund Raising, Technology Administration and Support, and Special Events.

Committee Structure:

Each Committee is comprised of the following: One Committee Chair Person, and two members. One member of the committee is designated as the Person who conducts the Chair Person duties in his or her absence.

Committee: Executive Committee

The Executive Committee is comprised of all Officers of the SCORE Chapter and all Committee Chair Persons and their designated replacement in his or her absence and members appointed by the Chapter Chair.

The Executive Committee conducts the following:

- Assists the Chapter Chair with the general supervision of the chapter affairs between regular meetings, including setting the time and place of chapter meetings.
- Removes inactive and inadequate volunteers, unless the Chair is authorized to do this by the chapter bylaws.
- Exercises the power and authority normally exercised by the Executive Committee, including advising the Chapter Vice Chair's regarding governance of the chapter in the absence of the Chair.

Committee: Membership and Recruitment

The Membership and Recruitment Committee identify needs and establishes priorities for the recruitment of volunteers for membership, vacancies on the Advisory Board, volunteers for counseling and:

- Develops and implements ways to meet SCORE goals for women and minority volunteer recruitment
- Coordinates the recruiting program with other committees
- Solicits the support and participation of all volunteers in the program
- Establishes procedures for interviewing applicants for SCORE membership
- Conducts training sessions for new chapter volunteers, using the training materials available from the SCORE website or main office location.
- Conducts orientation sessions for new volunteers, using the SCORE volunteer manual.
- Works to raise awareness that training and development are a continuing responsibility of all volunteers.

Membership of this committee must have experience in recruitment and have completed Chapter 687 membership training.

Committee: Business and Marketing Development

The Marketing Committee prepares a marketing program, including public relations and/or publicity, to assist the chapter in achieving its goals and:

- Solicits the support and active participation of the chapter volunteers in the program
- Publicizes SCORE's services and accomplishments through SCORE Chapter Newsletter, the news media, chambers of commerce, banking institutions, community clubs and organizations, and any other media to get information to the public about SCORE.
- Cooperates with and secures the assistance of the District Director and/or the SCORE Association office in developing a marketing program.
- Attends marketing and networking events to promote SCORE.
- Works closely with media to obtain PSA's and as many free advertising venues as possible.
- Secures knowledgeable speakers on pertinent topics of benefit to volunteers.
- Conducts seminars and workshops for new counselors and the public and other membership as necessary.

Membership of this committee must have business and marketing experience.

Committee: Training and Program Development

The Training and Program Development Committee continuously reviews and reports to the chapter on the feasibility of offering seminars, workshops and other educational events on subjects that would be helpful to the business community. This committee also:

- Plans for seminars, workshops or similar events, including obtaining chapter volunteers and others as speakers, developing effective publicity, determining appropriate charges, finding facilities and arranging for materials and handouts.
- Works with the chapter Business and Marketing Committee to arrange necessary and appropriate publicity for events.
- Works with SBA officials to develop and present workshops
- Arranges for clients to evaluate seminars, workshops, presentations and similar events

- Conducts seminars, workshops and similar events
- Ensures there are counselors available at seminars, workshops for clients seeking assistance.
- Arranges for the collection and handling of fees and maintains accurate records of the disbursements, with all surplus funds going to the chapter treasury.
- Compiles workshop information for reporting on Form 1
- Secures knowledgeable speakers on pertinent topics of benefit to volunteers.
- Considers whether the events should be co-sponsored with other organizations and arranges details of the collaboration if approved by the Executive Board.
- When co-sponsoring education events, ensures that SCORE's name is prominent in all publicity and the chapter receives its fair share of any proceeds.
- Arranges for a sign-in form to record names of event attendees for chapter databases and follow-up
- Arranges for all other supporting materials and documentation for all training events.

Membership of this committee must have strong experience in the setup and implementation of educational events such as seminars, workshops and training events.

Committee: Finance and Fund Raising

The Finance and Fund Raising Committee, composed of SCORE volunteers, identifies needs for and sources of additional income. The Finance and Fund Raising Committee also conducts the following:

- Develops fundraising strategies and implements them
- Contacts and follow up with potential donors of funds and in-kind support
- Plans and Coordinates fund raising events
- Tracks and maintains finances with Treasurer to secure income received.
- Conducts the Fund Raising Seminar and Workshops using SCORE's Fundraising Manual for membership, clients and the public as a source of income.
- Develops and implements supporting materials for Fund Raising events
- Develops and maintains financial records of all Fund Raising events with Treasurer
- Secures knowledgeable speakers on pertinent topics of benefit Fund Raising Events.
- Maintains a close relationship with the Business and Marketing Committee Chair and its members.
- Negotiates all activities to secure dollars for a successful event.

Membership of this committee must have strong experience in finance and fund raising.

Committee: Technology Administration and Support

The Technology Administration and Support Committee conducts all necessary steps to automate the Chapter and its Services. In addition this committee conducts the following:

- Provides training and support services to Counselors, Membership, Volunteers, Clients and other affiliations within the chapter.
- Identifies needs of all technology tools and resources to aide the chapter in growth.
- Provides information to all chapter member and officers to assist them with conducting their duties, committees, projects, events, etc. under SCORE.
- Maintains current data for SCORE chapter for all reporting, meetings, etc.

Committee: Special Events

The Special Events Committee plans programs for special events for Fund Raising, Education and Training, Marketing Events, regular scheduled chapter meetings, special chapter meetings, etc. The Special Events Committee assists with all activities that ensure any event the Chapter is hosting is conducted and completed in its entirety and within the SCORE operations and the SOM provisions of the chapter. Completes special duties as assigned by the Chapter Chair.

Committee: Other Ad-Hoc Committees as Assigned

Other Ad-Hoc Committees as assigned by the Chapter Chair will be documented when approved.

Respectfully Submitted by Chapter Chair on: May 7, 2005