

**Help Wanted for 2011-2012 Committees
Cleveland Chapter #156**

COMMITTEE NAME	WHEN	DESCRIPTION	COMMITTEE CHAIRPERSON(S)
Applewood Centers Holiday Party	December	Responsible for recruiting volunteers/raising funds for Christmas Gifts and Applefest	
Attendance	Ongoing	Responsible for taking reservations for regular meetings/collecting at meetings/working with Treasurer income from dinners	Mary Carrossellia
Audit	September	Responsible for auditing books of previous year before turn-over to new Board	Amy Cheverine
Block Kids	February	Signature Event for 1-6 Graders to introduce them to construction Responsible for Venue/Entertainment /Food/Judges/Fund Raising. Responsible for recruiting volunteers	Denise Cole Carol Kempton
Budget	September	Responsible for establishing budget for upcoming year	Joni Hamon Deb Gregoire Meg Webster
CAD	Ongoing	Responsible for recruiting participants/arranging judging/awarding prizes/fund raising	Michelle Tomei
Career Days	Ongoing	TBD	
Chaplain	Ongoing	Responsible for providing inspiration at meetings	
Company Spotlight	Ongoing	Responsible for member company education and information networking at meetings and newsletter.	
Construction Industry - Community	Ongoing	Arrange opportunities to participate/sponsor activities that directly benefit the construction industry and provide positive recognition for construction in the community	Monica Bruaw
Construction Industry - Construction	Ongoing	Arrange opportunities to participate/sponsor activities that directly benefit the construction industry	Monica Bruaw
Dictionaries	Ongoing	Responsible for inventory of dictionaries/Selling and getting money turned over to Treasurer	Paula Vasickanin
Golf Outing / Ways & Means	June	Fundraising / Golf Outing – TBD	Colleen Porche Joni Hamon

Please contact Rachel Moviel if you would like to serve on a committee next year: W: 216.281.1234 x1370 C:216.337.4625 rachel.moviel@e-arc.com

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Happiness and Cheer	Ongoing	Responsible for sending flowers/memorials/cards to members who are in need per established guidelines	Kelley Campbell
Hard Hat	Ongoing	Newsletter published monthly	Stacey Lawler
Historian	Ongoing	Responsible for keeping a history of the chapter for both the Presidents Scrapbook and the Chapter	Peggy Vura
Holiday Meeting	December Special Meeting	Responsible for all arrangements for banquet with other participating construction associations.	Denise Simerale Trina Hyatt Karen Torrence
Industry Appreciation	May Special Meeting	Responsible for all arrangements for Banquet/Soliciting Nominations/Judging per established guidelines	
Installation	September Special Meeting	Work with incoming President coordinating Venue/Reservations/Etc.	Debbie Mazzola Monica Bruaw Bethany Criscione
Membership/Roster	October - Ongoing	Responsible for Membership Drive Meeting/Installation of New Members/Communicating New Member Information Works with Mentoring Committee Responsible for publishing print roster at the beginning of the year and keeping it updated throughout the year.	Lynn Galardini Mirol Wells
Mentoring	Ongoing	Responsible for being a resource to new members to help guide and be a resource to enhance their association experience.	Pia Foss
Member Spotlight	Ongoing	To highlight members of NAWIC through various possibilities.	
NEF Certifications	Quarterly/On-going	Responsible for Chapters Inventory of Resource Materials/Communicating Testing Dates/Arranging Proctors/ Study Groups	Debbie Mazzola
Nominating	March/April/May/June	Responsible for developing slate of officers for the next year's Board of Directors/Recruiting Candidates/Running Election per guidelines	To be elected at Feb/March 2010 meeting.
Occupational Research/ "Heard it on the Street"	Ongoing	Responsible for communicating "help wanted" and "help needed" information.	Shirley Calvey

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Partnering Task Force	NEW/Ongoing	Responsible for communication/interaction with partnering associations. Work w/PR/Marketing	Patty Walker
Public Relations/Marketing	Ongoing	Responsible for getting NAWIC story out - press releases - news coverage - Work with all other committees for newsworthy information. Prepare Chapter Brochure.	Barbara Doidge
Professional Education	Ongoing	Work with President to arrange for speakers and locations for regular meetings. Chapter update for Director. Track Chapter points.	Amy Hewis Pat Pietrarroia
Record Retention	Ongoing	Responsible for records of the Chapter per established guidelines.	
Safety	Ongoing	Responsible for communicating information on safety issues through Hardhat/etc.	Deirdre Krueger
Scholarship	Ongoing	Responsible for recruiting participants/arranging judging/awarding prizes/fund raising	Deb Gregoire Meg Webster Bethany Criscione, Denise Simerale, Lynn Skowronski
Standing Rules	September	Responsible for review of Chapter Standing Rules/Authoring Changes/Presentation to Chapter for approval	Lynn Skowronski
Trustees	Ongoing	Be a contact for the State of Ohio for Cleveland Chapter Charter	This is Voted on Later
WBE/WBO	Ongoing	Work as resource for Chapter	Colleen Porche Shirley Calvey
Website	Ongoing	Maintain Website	
WIC Week	March	Responsible for arranging activities to take place during Women in Construction Week that will highlight WIC NAWIC/Cleveland Chapter 156	

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