

## COHFMA Summary of Committees

### **Communications**

The Communications Committee responsibilities include the coordination and publication of newsletters for chapter members, other member-wide communication of events and specific requested information, website maintenance, and social media communications (including at the time of this summary; Twitter, Facebook, LinkedIn, and Vimeo).

### **Membership**

The Membership Committee is responsible for building and maintaining the chapter's membership. The committee will coordinate the membership campaign to fulfill the chapter and/or Regional goal of new and retained members for the upcoming year. Additional responsibilities include recognizing member anniversary milestones, customer service at on-site events, new member reception planning/execution, welcoming new members, focusing on prospective members, and communicating with lapsed/nonrenewal members.

### **Programming**

The Education/Program Committee is responsible for developing and coordinating all chapter on-site and webinar educational sessions, including program content and speakers. For on-site educational sessions, additional responsibilities include attendee registration, site arrangements and payment, and meeting follow-up.

### **Sponsorship**

The Sponsorship Committee is responsible for establishing relationships with chapter supporters. Primarily, the committee creates and executes a sponsorship program by defining levels of donations to raise funds to assist with Chapter operations. Key activities include developing, approaching and obtaining both sustaining and Special Event sponsors to support events and event related activities as defined by the Leadership Team and approved by the Board of Directors.

### **Student Leadership**

The Student Leadership Committee commenced in 2020. Goals of this committee have been established and continue to evolve including vision of a mentorship program. Subcommittees structure has been developed including membership, communications, and programming. Primary focus is given to building connections with Central Ohio area colleges and universities to increase the student membership base. The committee coordinates a monthly student-specific newsletter and executes student-specific networking events. This committee collaborates with all other Chapter committees to incorporate a student emphasis in Chapter activities.