RMPCMA

2018 VOLUNTEER APPLICATION

When you volunteer for a committee with the Rocky Mountain Chapter of PCMA, it gives you the opportunity to gain valuable experience, meet new people, take-away new ideas, develop fresh skills and make a contribution to your industry, your profession and your community. This is a great way to help build your résumé and give something back to the profession. Most importantly, it’s fun!

Members are highly encouraged to sign up for at least one committee. Meetings are held as determined by the Committee Chair on an as-needed basis.

* You must commit to attending conference calls/meetings of your committee.
* You must complete tasks/projects for which you volunteer for the committee.
* If your committee is involved with particular programs, show your support by participating in the programs
* Committee members are expected to serve for at least one year.
* Committee service is strictly on a volunteer basis, with all incurred costs being the individual’s responsibility.
* You must be an active or affiliate member in good standing.

Please review the volunteer opportunities below and check your top three choices on the **volunteer reply form.**

 **Return this form to Janet Randles, Membership Chair @** **Jrandles@cbmr.com** **or call (303) 993-2292**

You will be contacted with volunteer opportunities within two weeks from the committee chair.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Standing Committees 2018**

**Please indicate your preference / interest below by writing a 1, 2 and 3 next to your top three choices:**

**Membership:**

The **Membership Committee** is responsible for retention, recruitment and recognition of our members. The Committee promotes membership at all programs as well as working to recruit new members. We recognize active members within the chapter in a variety of ways during the year including the Member Spotlight. All committee members participate in member outreach on a monthly/quarterly basis. The committee alsocreate and implement a membership development and membership retention plan. This committee is responsible for recruiting new members and working to retain current members. This Committee is responsible for greeting members and guests at the Chapter meetings.

**Commitment:** One –two hours per month

**Director:**Janet Randles, Jrandles@cbmr.com

Chairs : Sheila Ryan, Kirsten Barnocky, Nicole Steed, Patti McLaughlin, Bryan Ziegler, Jen Welding

Interest: \_\_\_\_\_\_\_\_\_\_

**Communications:**

The Communications Committee is primarily responsible for publishing the chapter newsletter and the Knowledge Link.  The committee also promotes PCMA activities to the membership and the public through marketing and public relations. The committee has oversight responsibility for the chapter website and social media outlets. Committee members write and distribute press releases, contribute to marketing campaigns for chapter events, review the chapter website and assist with coordination of the chapter’s Facebook fan page and LinkedIn community.  Communications also sells the advertising opportunities for our newsletter and the knowledge connection link.The Communication Committee also includes several subcommittees: Public Relations, Website and Newsletter.

**Commitment:** One –two hours per month

**Director:**Kelly Kucera, kkucera@multimedia-av.com

Chairs: Mike Lewis

Interest: \_\_\_\_\_\_\_\_\_\_

**Community Service:**

The Community Services Committee is responsible for creating a culture of giving back to the community through volunteerism and charitable contributions. Committee members create and organize volunteer opportunities for members.The Committee recommends, with board approval, community projects in which to involve the chapter. Projects may include: fundraising through member participation, collecting canned goods, clothing, school supplies, monies and other items for non-profit organizations and volunteering to staff community service events.
**Commitment:** One –two hours per month

**Director:**Cynthia Kimm, Ckimm@stjulien.com

Chairs:

Interest: \_\_\_\_\_\_\_\_\_\_

**Programs:**

The **Programs Committee** is responsible for the planning and execution of all educational and social events for the Rocky Mountain Chapter. This Committee develops the educational programs presented at the Chapter meetings. Responsibilities include sending out an RFP to supplier members to acquire sites for the monthly meetings; contracting with speakers; arranging for any A/V needs of the speaker; providing and tallying evaluation of each meeting. The Committee holds brainstorming meetings to determine program topics and speakers. The focus is on creating high-quality networking and educational opportunities for our local industry partners. Committee members oversee and manage the entire event process from content development to logistics to execution of the event. Committee members are required to be active in producing at least one chapter event per year. **Commitment:** One –two hours per month

**Director:**Elizabeth Kretchmer, mtnliving@q.com

Chairs: Beth Croll, Fraser Duncan, Matthew Kalb, Rebecca Sosa, Jim Walter

Interest: \_\_\_\_\_\_\_\_\_\_

**Special Projects Committee**

The Special Projects Committee designs events that bring members together in a social environment while raising funds for the chapter.  They are responsible for working within the established budget and soliciting sponsorships to underwrite each event, in addition to marketing these events to the members.  The committee is RMPCMA’s liaison to the All Hearts Awards Dinner and the RMPCMA Golf Tournament Committee, and the Programs Committee when needed.

**Commitment:** One –two hours per month (varies but as we get closer to the events, there will be more hours)

**2018 Golf Director: Carrie Abernathy,** **carriea@cdaweb.net**

**2018 & 2019 All Hearts Director: Amy Kenney,** **akenney@brownpalace.com**

Interest: \_\_\_\_\_\_\_\_\_\_

**Emerging Leaders Committee**

The Emerging Leaders Committee is responsible for engaging with new and rising professionals in the industry with six (6) or less years of experience and to regularly visit with local universities to develop relationships between students, professors, and PCMA. We encourage students to get involved in our industry professions early in their careens and we e ncourage seasoned industry veterans to join us in the classroom to expand their connecgtions to rising stars. The Emerging Leaders Committee designs events that bring members together in a comfortable, welcoming environment. They need assistance in planning events, securing venues and student outreach. They have an in-person meeting once a quarter and phone calls in between when needed.

Commitment: 1 -2 hours per month

**Director:** Megan Martin, Megan.martin29@gmail.com

Chairs: Morgan Klinkradt, Ashleigh Buhr, Michael Kwiatkowski

Interest: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Chapter Committee**

The Student Chapter Committee is responsible for communicating monthly to students in the industry to educate and increase awareness of the Rocky Mountain Chapter.  This may be through networking events, volunteering opportunities, fundraising events, campus visits or e-mails.  They will be responsible for working within the established budget and partnering with the Emerging Leaders Committee.

**Commitment:**  1-2 hours a month

**Director:**  Scott Queen, President of Student Chapter, ScottJQueen@gmail.com

Chairs:

Interest: \_\_\_\_\_\_\_\_\_\_\_\_