

## Committee Interest Form

- Please provide the following:

Name:

Employer:

Job Title:

Phone:

Email:

- What area interests you most? *(Please see the attached Officers Duties and Board of Directors Committees and Duties)*

- Nominating
- Sponsorship & Programs
- Membership
- Communications
- Audit

*Thank you for your interest in serving on an Arizona Chapter Committee!*

**Board of Director Committees and Duties**

Committee	Committee Composition	Duties
<p><b>Nominating</b></p> <p><i>Minimum of five (5) members</i></p>	<ul style="list-style-type: none"> <li>• Maximum of two (2) Chapter Board members serving as Chair &amp; Vice Chair</li> <li>• Minimum of three (3) Chapter Members not currently serving on Chapter Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit Chapter leaders from membership</li> <li>• Propose a slate of officers and directors for member vote at annual meeting</li> </ul>
<p><b>Sponsorship &amp; Programs</b></p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> <li>• Three (3) Chapter Board members serving as Chair &amp; 2 Vice Chairs</li> <li>• Treasurer</li> <li>• Assistant Treasurer</li> <li>• Chapter Members may serve on this committee</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and submit the following to the full Board for approval:               <ul style="list-style-type: none"> <li>▪ Sponsorship Plan                   <ul style="list-style-type: none"> <li>- Create categories of sponsorship</li> </ul> </li> <li>▪ Propose prices for sponsorship categories</li> <li>▪ Create CLE Programs &amp; Meeting Plan, including                   <ul style="list-style-type: none"> <li>- Annual slate of CLE topics</li> <li>- Venue selection</li> <li>- Meeting schedule and format(s)</li> <li>- Propose prices for Annual Passes and all categories of registration fees</li> </ul> </li> <li>▪ Budget projecting net income from Sponsorship &amp; Program activity</li> </ul> </li> <li>• Maintain strong relationships with existing sponsors</li> <li>• Attract new sponsors</li> <li>• Solicit CLE topic ideas from Chapter members</li> </ul>
<p><b>Membership</b></p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> <li>• Two (2) Chapter Board members serving as Chair &amp; Vice Chair</li> <li>• Chapter Members may serve on this committee</li> </ul>	<ul style="list-style-type: none"> <li>• Identify potential new members</li> <li>• Welcome new members</li> <li>• Contact lapsed members</li> <li>• Recognize member milestones</li> <li>• Support the formation of member networks</li> <li>• Survey members to help align Chapter activities with member expectations</li> <li>• Assign a committee member to welcome attendees at all Chapter meetings</li> </ul>
<p><b>Communications</b></p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> <li>• Two (2) Chapter Board members serving as Chair &amp; Vice Chair</li> <li>• Chapter Members may serve on this committee</li> </ul>	<ul style="list-style-type: none"> <li>• Create and actively manage the Chapter's social media accounts</li> <li>• Develop content and publication of a Chapter newsletter</li> <li>• Work on the Annual Arizona Corporate Counsel Awards event</li> <li>• Find opportunities to highlight the Chapter in the community</li> </ul>
<p><b>Audit</b></p> <p><i>Minimum of two (2) members &amp; maximum of five (5) members</i></p>	<ul style="list-style-type: none"> <li>• Two (2) Chapter Board members serving as Chair &amp; Vice Chair</li> <li>• President, Vice President, Treasurer &amp; Assistant Treasurer shall not sit on this committee</li> <li>• Chapter Members may sit on this committee</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Annual Review Chapter Financial Records</li> <li>• Report to Full Board due 60 days after the close of the fiscal year</li> </ul>