

# POLICIES AND PROCEDURES

Policies and Procedures are meant to be flexible. This is a working document that can be changed at any time by simple majority vote of the board at a regular board meeting.

## GENERAL POLICIES

**Revised 2004**

### **ACCREDITATION**

The accreditation chairperson with supervision of the director of member services will recruit people to take the APR exams at times scheduled by PRSA National for testing.

The accreditation chairperson will schedule study sessions preceding the APR exams.

The accreditation chairperson will make arrangements for testing, including securing a location and a test proctor for the written exam, and recruiting qualified PRSA members to serve as judges for the oral exam.

The accreditation chairperson will schedule presentation of PRSA pins to successful APR candidates at a PRSA meeting, and is responsible for ordering a sufficient supply of APR pins.

The accreditation chairperson is authorized to purchase a few copies of the accreditation text, for use by accreditation candidates.

The accreditation chairperson will assist accredited members with reaccreditation.

The accreditation chairperson may have a committee to assist with accreditation.

### **ASSEMBLY DELEGATES**

Hoosier Chapter is entitled to be represented at the national PRSA assembly meeting prior to national conference by four assembly delegates, the chapter president, and the chapter president elect. The assembly delegates must have an APR designation, be members in good standing with national and the local chapter and must have served at least one year as a chapter officer. The assembly delegates will seek the opinions of the board and chapter members before voting on the chapter's behalf.

### **ASSEMBLY DELEGATE EXPENSE REIMBURSEMENT**

The Hoosier Chapter wants to encourage more equitable representation of the chapter at the national conference by not making the delegate position so contingent on ability to financial ability, developing greater accountability to the chapter for the delegate position(s) and fairly reimbursing delegates for attendance at the conference that is a requirement of their position.

The Chapter will require delegates to estimate expenses and submit a proposed budget at the beginning of the year, as all other committee chairs are required to do. One delegate should coordinate this task.

The proposed budget for delegates should include travel expenses (airfare or mileage) and lodging expenses for two nights. Delegates are expected to secure the lowest possible transportation costs (i.e. driving when practical, pursuing lowest advertised airfare, etc.)

The president and director of finance will review the proposed budget in light of the overall chapter budget and make a final recommendation to the board regarding what expenses (budget allocations) to approve. The intent is to reimburse delegates for the full cost of travel and lodging (for two nights) unless other budget constraints prevent this. Delegates should provide documentation of expenses following the Assembly to receive reimbursement; if the amount submitted for reimbursement is greater than the budgeted amount by more than \$100 per delegate, then board approval is necessary for reimbursement.

Delegates will be expected (as a group) to submit oral and written reports on decisions made at the conference that would impact the chapter. They will also be expected to attend board meetings (as are other committee chairs), monitor key issues that affect PRSA national and the local chapter, and formulate responses that represent the best interests of the chapter.

## **AWARDS**

In addition to the Joanne Dring Memorial Scholarship and the Chapter Awards program, Hoosier Chapter presents three awards each year:

The **Excellence in Professional Service Award** is given to a chapter member who has given continual service in many capacities through the years. That service should have contributed to the professionalism of the chapter and PRSA; for example, a member who has for years served in various leadership roles (committee chairs, elected office, etc.) or a past president who has remained involved in chapter activities long after concluding the term of office.

It is the responsibility of the president to distribute award criteria and applications to members in November of each year. Judging will be done by a committee of chapter members, appointed by the president. The award is presented at the January Hoosier Chapter meeting.

The winner of the Excellence in Professional Service Award automatically becomes the Hoosier Chapter's nominee for the East Central District Double D Award.

The **Excellence in Community Service Award** is given to a chapter member who has contributed talent and expertise to a service organization, or organizations, in our community. That contribution could have been given over several years or have been concentrated within the past year. This nomination should include a letter of endorsement from the service organization(s).

It is the responsibility of the president to distribute award criteria and applications to members in November of each year. Judging will be done by a committee of chapter members, appointed by the president. The award is presented at the January Hoosier Chapter meeting.

The Excellence in Professional Service winner and the Excellence in Community Service Award winner each receive a traveling plaque. When the traveling plaque is passed on, each winner receives a smaller, permanent plaque. It is the responsibility of the president to order these plaques each year.

The president will keep a list of Hoosier Chapter award winners and update the list as new winners are selected. A copy of this list should also be given to the secretary for inclusion in the chapter's permanent records.

The **CEO Communicator Award** has been awarded in the past by our chapter at the spring professional development conference. This award is temporarily suspended while we review award criteria, timing and judging procedures as well as devise a new partnership agreement which lets us present this award in a manner which increases the awareness of the award among corporate executives.

The chapter has presented other awards on a one-time basis at the discretion of the board.

#### **BOARD EXPENSES**

All board members may submit postage and long distance phone charges for chapter business to the treasurer for reimbursement. Chapter officers may also be reimbursed for mileage, at the current federal mileage rate, for out-of-town travel on chapter business. These travel costs should be approved by the board before payment. Chapter officers are not reimbursed for travel to and from the national PRSA conference.

#### **BOARD MEETINGS**

Board meetings are held monthly at a time and place set at the beginning of the year by the president and the board. Board meetings are generally held at lunch time on the first Wednesday of the month.

#### **BOARD MEETING ATTENDANCE**

In addition to the officers defined in the bylaws as members of the board of directors, committee chairpersons are also eligible to attend board meetings if they so desire.

A courtesy seat at a Hoosier Chapter board of directors meeting may be extended to any PRSA member at the discretion of the president.

The President has the option to appoint no more than three Advisors to the Board who have expertise and with a non-voting status.

#### **CONFERENCE**

The conference chairperson and committee are responsible for scheduling a spring professional development conference each year, usually in March and usually a full-day conference. This is

designed as a state conference for all public relations professionals. This conference is done in cooperation with IABC and Ball State University. Conference chairs from each organization alternate leadership responsibilities. Planning usually begins in late summer/early fall.

The conference maintains a separate bank account.

### **CONTRIBUTIONS**

At the discretion of the board, Hoosier Chapter may make gifts in honor or memory of an individual to: the Hoosier Chapter PRSSA Scholarship Fund, the national PRSA Foundation or other organizations.

### **DIRECTOR OF EXTERNAL COMMUNICATIONS**

The director of external communications and committee will supervise media relations, advertising and the Web site.

The director of external communications will distribute notices to media about PRSA meetings, PRSA awards competition results and officer elections.

The director of external communications and committee will invite reporters to meetings which merit news coverage.

The director of external communications and committee will seek out opportunities for news stories promoting the public relations profession.

The director of external communications and committee will react on behalf of the chapter, when appropriate, to news coverage of the public relations profession.

### **DIRECTOR OF FINANCE**

The director of finance will collect chapter income, disburse chapter funds with proper approval and be responsible for chapter's financial plan.

The director of finance supervises the sponsorship chair.

The director of finance is a two-year term.

The director of finance is authorized to pay: a) bills for monthly meeting lunches and other related expenses, b) previously approved budgeted expenses for the chapter and committees, c) the PRSSA scholarship, d) minor expenses for postage and other officer expenses as set out in Policies and Procedures, e) other items approved by the board. The director of finance should bring other requests to the board for approval before making payment. The director of finance is authorized to request receipts and bills for documentation of expenses.

The director of finance will make regular financial reports to the board, provide proper safekeeping for all Chapter funds, keep accurate financial records, comply with IRS regulations for filing IRS Form 990, and arrange for an annual audit.

The director of finance may invest, with board approval, PRSA funds in bank accounts which earn higher interest than standard checking and savings accounts.

The assistant director of finance is requested to bill “no shows” from luncheon meetings. The assistant director of finance should coordinate with the meeting coordinator to determine who needs to be billed.

The director of finance will provide change for the registration table at Hoosier Chapter meetings and deposit receipts after meeting.

### **DIRECTOR OF INTERNAL COMMUNICATIONS**

The director of internal communications will take minutes at board meetings.

The director of internal communications will keep official records of chapter, including: board minutes, chapter newsletters, membership directory, officer lists and award winner lists. The director of internal communications is responsible for passing these records along to his or her successor and for providing copies of these records to the Chapter Archivist for storage.

The director of internal communications may supervise additional committees.

The director of internal communications will maintain and distribute the chapter’s supply of stationery as needed.

The director of internal communications oversees all chapter communications to membership and facilitates e-mail and broadcast fax announcements.

The director of internal communications oversees production of chapter newsletter, proofs chapter newsletter and assists newsletter chair as needed.

### **DIRECTOR OF MEMBER SERVICES**

The director of member services will supervise the Hoosier Chapter’s job bank, media guide, Keystone Awards and APR accreditation.

### **DUES**

Annual Hoosier Chapter dues are set by the bylaws and are billed through national PRSA. Members who do not pay chapter dues to national when they initially join our chapter may pay their first year’s Hoosier Chapter dues to our treasurer. Thereafter, we will request that billing be switched to the national PRSA billing system.

Hoosier Chapter members who qualify for retirement status as determined by national PRSA will qualify for a retirement Hoosier Chapter dues annual rate of \$15.

In 2001, dues were raised from \$35 to \$50 with the understanding that they would not be raised again for five years.

### **ELECTIONS**

Election procedures are covered in the bylaws.

### **E-MAIL DISTRIBUTION POLICY**

The Hoosier Chapter membership e-mail service will be made available to outside organizations on a case by case basis as deemed appropriate by the Chapter President. The President will review each request and the material to be distributed and judge whether the requested service would be found to be of value to our members. This does not restrict use of the service to non-commercial solicitations. Commercial solicitations will be accepted as long as they are deemed of interest to the membership by the Chapter President. The Chapter President may take the issue to other board members for consultation if undecided on the merit of the request. The Chapter reserves the right to refuse any request for cause and without comment.

The actual e-mail data will not be released. The Chapter will distribute the information directly to the membership list. The Chapter reserves the right to reformat and rewrite the information prior to distribution.

Notice will be displayed on each transmission that the recipient has received the e-mail because they are a member of the Hoosier Chapter of PRSA and the material was deemed appropriate by the Chapter leadership. There will be instructions on every e-mail indicating how members may remove themselves from any future e-mail distributions.

Cost for the service will be \$50 each for a one-time e-mail distribution. However, the Board can decide to waive this fee in particular circumstances.

A one-week lead time is required before the distribution. Distributions with less notice will be reviewed on a case by case basis.

### **HALF DAY WITH A PRO**

The PRSSA chairperson will arrange for one annual Half Day with a Pro experience, preferably in November. In addition to the five schools with PRSSA chapters, students from other universities may be invited.

Students participating in Half Day With a Pro must provide their own transportation.

Students who attend Half Day With a Pro are invited to attend the monthly Hoosier Chapter meeting at the student rate.

### **INTERNATIONAL**

When Hoosier Chapter has a member interested in chairing international public relations, the chairperson will serve as a resource for the chapter on the subject of international public relations.

The international chairperson will provide program ideas to the vice president of programs, conference chairperson and professional development chairperson when appropriate.

## **JOB BANK**

The job bank chairperson with supervision by the director of member services will solicit people seeking jobs to register with the job bank. The Job Bank is free to members; non-members must pay a fee of \$15 for six months.

The job bank chairperson will solicit companies to list their jobs. There is no charge for this service.

Hoosier Chapter currently has a cooperative agreement with IABC. The job bank chairperson will coordinate any cooperative efforts with other organizations. New cooperative agreements with other organizations may not be created without approval of the board.

All job bank applicants' files will be sorted by the number of years of experience. When applications are requested by a prospective employer, the job bank chairperson will submit all resumes that fit the qualification for years of experience. The job bank chairperson will not withhold any applications that fit the experience requirements unless the applicant requests it.

The job bank chairperson should encourage job bank registrants to become PRSA members if they are qualified.

The job bank chairperson may have a committee to assist with the job bank.

## **CHAPTER AWARDS PROGRAM**

This competition was initiated in 1995 to honor excellence by chapter members and to encourage chapter members to enter the district competition and the Silver Anvil competition. To make the transition to higher level competitions easier, chapter award categories and entry format should be reasonably consistent with the Silver Anvil competition, and timing of entries should be scheduled to encourage entrants to move on to district and national competitions.

Hoosier Chapter will not judge its own entries, nor will it compensate an outside judging panel. Our preference is to trade judging responsibilities with other PRSA chapters.

The chapter awards chairperson and committee are responsible for a) promoting the competition to encourage entries, b) arranging for judging, c) arranging for award plaques, d) notifying winners at least one week before the awards meeting reservation deadline.

Winners are asked not to make any public announcement about their award until after the awards presentation, but they are encouraged to invite their supervisors and/or clients to attend the awards presentation meeting.

The chapter awards chairperson and committee are responsible for arranging for the awards presentation at a regular Hoosier Chapter meeting, including celebrity presenter if desired, and a photographer. The chairperson should provide a list of winners to the media relations chairperson and to the newsletter editor.

The chapter awards chairperson and committee are responsible for arranging for entries to be returned. The chapter awards chairperson should contact winners and allow them to order duplicate award plaques if they want them for their clients. These duplicates should be sold at a price that allows the chapter to make additional revenue.

### **MEDIA GUIDE**

The media guide will be distributed each December for sale to members and non-members.

Hoosier Chapter members will receive a discount on the purchase of media guides.

The media guide chairperson and committee with supervision of the director of member services are responsible for assembling the information, selling tab sponsorships, distributing the guide, and marketing the guide.

The purpose of the media guide is a) a professional service, b) raising awareness for our chapter and c) providing income to the chapter.

### **MEETING COORDINATOR**

The meeting coordinator is responsible for a) selecting the luncheon menu, b) confirming meeting space, c) updating/downloading the voice communicate reservation line, d) confirming reservations by the meeting space deadline, e) ordering AV equipment and f) finding workers for the registration table.

The meeting coordinator should coordinate registration table change and deposit with the Hoosier Chapter treasurer, and coordinate with the treasurer on the billing of no-shows.

The meeting coordinator is responsible for a) bringing name tags to regular meetings, b) collecting name tags at end of meeting, c) updating name tags that are in error, and d) replacing those that are missing.

The meeting coordinator is requested to keep records of how many people attended each meeting, including the number of members and the number of guests.

The meeting coordinator may have a committee to assist with meeting arrangements.

### **MEETING RESERVATIONS**

All members are asked to make their reservations by the published deadline.

Anyone who makes a meeting reservation and does not attend and does not cancel before the reservation deadline will be billed as a “no show.”

As a professional courtesy members of International Association of Business Communicators (IABC) are charged the same luncheon price as PRSA members.

Non-members use an alternate method for making meeting reservations. Non-members are asked to register online for PRSA Luncheons. Non-members must observe the same deadline as

members. Members may use the online registration to make reservations for guests, but the member will be billed if their guest is a “no show.”

People making reservations after the reservation deadline cannot be guaranteed a meal. The meeting attendance fee is the same, even if you reserve too late to get a meal. The assistant director of finance will bill anyone who makes a reservation and does not attend.

### **MEMBERSHIP DIRECTORY**

The roster chairperson is responsible for producing a Hoosier Chapter membership directory annually and distributing it to all current members.

The Hoosier Chapter membership directory includes all chapter members whose membership is current at the time of publication.

The roster chairperson shall coordinate with the president and the director of membership to ensure the accuracy of the membership directory.

The roster chairperson will solicit directory listing updates from members prior to the distribution of the directory.

After the initial distribution of the membership directory, sufficient remaining copies should be given to the director of membership for distribution to new members as they come in to the chapter.

### **MEMBERSHIP RECRUITMENT**

The director of membership fulfills requests for PRSA membership information.

The director of membership actively solicits new members through personal contact and PRSA meetings and events.

The director of membership and/or the membership committee follow up with membership prospects.

The director of membership coordinates with national PRSA on members and prospects.

The director of membership is authorized to approve requests for membership on behalf of the chapter after the applications have been approved by national PRSA.

If director of membership is unsure of a candidate’s qualification for membership, he or she should bring the decision before the board.

The director of membership should coordinate with:

- the roster chairperson on prospects to add to the list, prospects to remove from the list, new members and the membership directory
- the meeting coordinator for new member name tags.

Periodically, the director of membership should provide a list of new members to the newsletter editor for publication in the *PRofessional*.

The director of membership may have a committee to assist with membership.

### **MONTHLY MEETINGS**

Hoosier Chapter PRSA meets monthly, the second Wednesday of the month, at lunch time. There is generally no meeting during the month of the spring professional development conference. Once a year, if the organizations agree, PRSA holds a joint meeting with IABC and other related organizations; that meeting has most often been in December.

### **MONTHLY MEETING LOCATION**

In selecting the place for monthly meetings, the meeting coordinator will give preference to a) a central location, b) a consistent location, c) a location with easily available parking, preferably free, d) affordable price, e) quality of food and service, f) accessibility. Although we prefer a consistent location, meetings may occasionally be moved due to special programs, site availability, etc.

### **MULTICULTURAL**

The multicultural chairperson will assist with increasing the diversity of our chapter's membership by a) identifying potential new members, b) working with the director of membership to recruit additional minority members, c) helping orient and retain minority members and make them aware of opportunities for leadership and professional development within our chapter, d) bringing minority issues to the attention of the board, and e) working with the director of programs to ensure that our programs reflect multicultural viewpoints throughout the year.

### **NEW PROFESSIONALS**

New Professionals provides social, networking, and professional development opportunities for people who are new to the public relations profession, new to the chapter or new to the city. These people may or may not be PRSA members.

The leaders of New Professionals should encourage New Professionals members to become PRSA Hoosier Chapter members when they qualify.

As much as possible, New Professionals activities should be self-sustaining. Costs for New Professionals events should be kept low to encourage participation.

The New Professionals chairperson may have a committee to assist with New Professionals.

### **NEWSLETTER**

The newsletter editor will produce and distribute a monthly newsletter.

The copy deadline for the *PRofessional* is generally the 9th of each month. The distribution deadline is between 20th and 25th of each month.

Each issue of the *PRofessional* should promote the next monthly meeting.

The newsletter editor should coordinate with the director of internal communications and president on proofreading and copy approval.

In addition to Hoosier Chapter members, the *PRofessional* should be sent to other chapter presidents in the East Central District and to the East Central District chairperson.

The *PRofessional* is distributed free of charge to chapter members and to prospective members. Prospective members remain on the provisional distribution list until they join our chapter or for six months, whichever comes first.

The newsletter editor may have a committee to assist with the newsletter.

### **NOMINATING COMMITTEE**

Nominating committee procedures are covered in the bylaws.

### **PRSSA**

The PRSSA chairperson will maintain relationships with the five Indiana universities which have PRSSA chapters (Butler, Purdue, Indiana State, Ball State and the University of Southern Indiana).

The PRSSA chairperson will arrange for one annual “Half Day with a Pro” experience, preferably in November. In addition to the four schools with PRSSA chapters, students from other universities may be invited.

The PRSSA chairperson will consult with the director of programs to recommend a program that will be of interest to students and professionals for the “Half Day with a Pro” Hoosier Chapter meeting.

The PRSSA chairperson will distribute information to colleges each year encouraging applicants for the Joanne Dring Memorial Scholarship.

The PRSSA chairperson will arrange for the judging and presentation of the scholarship.

The PRSSA committee will have an annual budget line item of \$100 per PRSSA chapter. This money can be donated to a chapter to support current activities. The PRSSA chapter must submit a written request for the donation and must submit a report on how the money, if granted, was used. If the PRSSA chapters do not request or use the money, the excess funds revert to the general chapter budget.

The PRSSA chairperson may have a committee to assist with PRSSA.

### **PAST PRESIDENTS COUNCIL**

In order to keep past presidents active in our chapter, Hoosier Chapter has a Past Presidents Council that is chaired by a past president. This group may schedule their own meetings and professional development opportunities if they wish.

## **PROFESSIONAL DEVELOPMENT**

The professional development chairperson will schedule professional development workshops throughout the year to suit the needs of members.

The professional development chairperson may conduct surveys to determine member interest and preferences for time of day, location, etc. The professional development chairperson may also submit survey questions to other studies being done by the chapter.

Fees for professional development courses should give preference to PRSA members.

The professional development chairperson is requested to share names of non-PRSA attendees with the vice president of membership. The professional development chairperson is requested to keep records on the number of people who attend each professional development workshop.

The professional development chairperson may have a committee to assist with professional development.

## **PROGRAMS**

The director of programs will secure programs to suit member interests and schedule them as far in advance as practical.

In addition to programs, the director of programs supervises committee chairs for professional development, the annual conference and meeting coordination.

The director of programs will coordinate with:

- the newsletter editor to promote programs
- the meeting coordinator on special arrangements, AV needs, etc.
- the public relations committee
- the sponsorship chairperson.

The director of programs will arrange for speaker gifts, including maintaining a supply of PRSA pens and other merchandise.

The director of programs will introduce the speaker at each meeting.

The director of programs will send thank you letters to speakers.

The director of programs may have a committee to assist with programs.

## **PUBLIC SERVICE**

The public service chairperson and committee will develop a short-term public service project each year that will provide an interaction opportunity for new members and result in public awareness of the service and of Hoosier Chapter.

The public service chairperson will handle requests from local non-profits to publicize their needs for public relations volunteers through our newsletter and meeting announcements.

The public service chairperson will handle requests for speakers from our chapter and promote the availability of speakers.

The intent of the Hoosier Chapter's public service committee is to provide a public service to the community by assisting a local not-for-profit organization's efforts. In selecting a project, preference will be given to newer organizations and events that cannot afford professional public relations services. Hoosier Chapter's volunteer services will not be used to replace a public relations professional or public relations counsel for organizations which pay for similar services by other professionals.

The public service chairperson may have a committee to assist with public service.

### **RECIPROCAL REDUCED MEETING FEES**

Hoosier Chapter has extended the privilege of attending our meetings at the member rate to local IABC members.

Hoosier Chapter PRSA members may attend local IABC meetings at their member rates.

Chapter officers and committee chairs are authorized to extend, at their discretion, to members of other PRSA chapters the privileges, courtesies and rights of membership in the Hoosier Chapter, excluding the newsletter and membership directory.

### **ROSTER CHAIRPERSON**

The roster chairperson is responsible for maintaining an accurate list of Hoosier Chapter members' names, phone numbers, mailing addresses and other pertinent information in a computer database.

The roster chairperson is responsible for generating mailing labels a) for the newsletter letter, b) as requested by other committee chairpersons for chapter activities and c) at the direction of the president and/or the board for outside use.

The roster chairperson is responsible for notifying a) the director of membership, b) national PRSA, c) the newsletter editor, and d) the meeting arrangements chairperson of any changes in a member's information. If a member's fax number or e-communicate address changes the roster chairperson should also notify the person in charge of fax notifications and e-mail notices.

Once a year, the roster chairperson, in conjunction with the director of membership, will distribute a form to members to update directory information.

### **SCHOLARSHIP**

The Joanne Dring Memorial Scholarship is presented by the Hoosier Chapter each year.

The amount of the scholarship is \$1,000, or can be set annually by the board. More than one scholarship may be awarded as funds are available.

Applicants must be an outstanding junior or senior who plans to pursue a career in public relations. The student must be a PRSSA member and a public relations major attending an Indiana college with a PRSSA Chapter.

The application package includes: a) an application form, b) a one-page statement of accomplishments and goals, c) a college transcript, and d) a letter of recommendation from an academic reference.

The PRSSA chairperson is responsible for publicizing the application process, arranging for judging, and arranging to present the award at a regular monthly luncheon.

The scholarship will be funded in a manner to be determined annually by the chapter. Past methods have included: monthly raffles, contributions, the Cyberauction and other special events.

### **SPEAKER COMPENSATION**

The speaker's (or speakers') lunch is provided by Hoosier Chapter.

Speakers are usually given a gift to show the chapter's appreciation. This gift is usually a PRSA pen or item of comparable value.

Monthly speakers are generally not compensated for their presentation. A budget amount is set annually for speakers requiring travel cost compensation and/or a fee.

### **SPONSORSHIP OF MEETINGS**

The sponsorship chairperson is responsible for securing sponsors for each of the regular Hoosier Chapter meetings. The sponsorship chairperson should coordinate with the director of programs to determine meeting topics, provide the sponsor's name and logo to the newsletter editor and produce the podium card.

The sponsorship chairperson provides the names of the sponsor/guests who will be attending the luncheon to the meeting coordinator.

The sponsorship chairperson should use good judgment in securing sponsoring organizations for meetings. If the sponsorship chairperson is unsure about an organization's suitability as a meeting sponsor, the chairperson should bring the issue before the Board for discussion and vote.

### **SPONSORSHIP OPPORTUNITIES**

Hoosier Chapter sponsorship opportunities were established in 1996. No additional sponsorship opportunities may be initiated without the approval of the board. A sponsorship committee, chaired by the director of finance co-chaired by the sponsorship chair, may be asked to study the request for additional sponsorships and make the recommendation to the board. The director of finance will update the sponsorship opportunity list at the beginning of each year and distribute it to board members.

Meeting sponsorship fees can pay for travel expenses and fees for an occasional high profile speaker.

### **STRATEGIC PLAN**

The Hoosier Chapter has a strategic plan for long-range goals. The president-elect should bring the Strategic Plan before the board at least once a year for revision and/or review.

### **SURVEYS**

Surveys of Hoosier Chapter members may be conducted once per year by the director of internal communications. An effort should be made to include questions that will provide valuable input to various committees (programs, professional development, etc.), so we can avoid doing multiple surveys.

An effort should be made to consistently include certain questions in all surveys to provide benchmarks to measure member satisfaction.

### **TRAVEL AND EXPENSES**

The president has the authority to approve reasonable travel and other expenses for board members up to \$100. Expenditures over \$100 which are not in the approved budget must be presented for board approval. If there are unforeseen opportunities with no opportunity to present them at a scheduled board meeting, the president may poll elected officers to approve such an expenditure.

### **VICE PRESIDENT OF OPERATIONS**

The vice president of operations provides:

- logistic and operational support for the board of directors
- assistance to the president upon request
- coordination of volunteers for chapter committees and activities
- review of the chapter's policies and procedures
- other responsibilities as required.

### **WEB SITE**

Hoosier Chapter maintains its own home page at [www.hoosierprsa.org](http://www.hoosierprsa.org) with general information about our chapter, its programs and services. Hot links may be arranged for Hoosier Chapter members, other PRSA Chapters, the East Central District and national PRSA. The Web site chairperson and committee with supervision of the director of external communications will be responsible for updating content of the Web site.

# THE BOARD

## **BOARD COMPOSITION**

The Board of the Hoosier Chapter consists of the following elected members:

- President
- President Elect
- Vice President of Operations
- Director of Membership
- Director of Member Services
- Director of Programs
- Director of Internal Communications
- Director of Finance
- Director of External Communications
- Ethics Officer
- Assembly Delegates (4)

## **ALL BOARD MEMBERS WILL:**

Supervise other committees as assigned by the president. (See attachment.) Officers with assigned committees are responsible for working with committee chairs to oversee committee activities and report out at board meetings if committee chairs are unavailable.

Develop a plan at the beginning of the year to achieve chapter goals.

Develop a budget at the beginning of the year and submit it to the (January) board meeting. Keep expenditures within this budget if possible and notify the board of any significant variance.

Attend board meetings.

Keep records of your job and pass these along at the end of your term of service.

# COMMITTEES

## COMMITTEE CHAIRPERSON APPOINTMENT

The following committee chairpersons are appointed by the president:

Roster Chairperson  
Newsletter Editor  
PRSSA Chairperson  
Chapter Awards Chairperson  
Professional Development Chairperson  
Accreditation Chairperson  
Media Guide Chairperson  
New Professionals  
Sponsorship Chairperson  
Multicultural Chairperson  
Public Service Chairperson  
Meeting Coordinator  
Master's Chairperson  
Job Bank Chairperson  
Archivist  
Media Breakfasts Chairperson  
Web Site Chairperson  
Media Relations Chairperson  
Other committee chairpersons as needed

## COMMITTEE MEMBERS

Committee chairpersons may recruit their own committee members.

## ALL COMMITTEE CHAIRPERSONS WILL:

Develop a plan at the beginning of the year to achieve chapter goals.

Develop a budget at the beginning of the year and submit it to the January board meeting. Keep expenditures within this budget if possible and notify the board of any significant variance.

Keep records of your job and pass these along at the end of your term of service.

Committee chairpersons are not required to participate in Hoosier Chapter board meetings, but are encouraged to attend. If they cannot attend they are asked to submit their reports to their assigned officers.

# Hoosier Chapter PRSA

2004 Board Organizational Chart

