

## **EVENTS COMMITTEE:**

### **The Committee Chairs are tasked with the following:**

-Securing volunteers to assist with all SCAA Events. We also need volunteers for AAGO's Lease A Palooza, FAA and Maintenance Mania.

-The Committee Chair should have Committee Meetings as needed either via conference call or in person. The Chair will schedule the meetings and have a typed Agenda for all attending as well as providing Liz Recca with a copy.

-The Committee Chair should always keep Liz Recca in the loop with all ideas, dates etc.

-Assisting Liz Recca with securing Exhibitors for our Annual Trade Show. Ensuring that marketing pieces are being distributed and having knowledge of the Show and Pricing.

-Assisting Liz Recca with a new theme for all Trade Shows on an annual basis. Also researching themed décor for the show.

-Arriving early to the Trade Show to assist Liz Recca with decorating and set-up.

-Attending all SCAA Events and ensuring that everything is set-up correctly, securing volunteers as needed, any breakdown etc.

-Assisting Liz Recca with the Annual Holiday Party. Marketing, theme, food, DJ, photo booth etc.

-Ensuring that all SCAA Events are being marketed properly and continuously.

## **SPONSORSHIP COMMITTEE:**

### **The Committee Chairs are tasked with the following:**

- Securing Sponsorship's for ALL SCAA Event's throughout the year.
- Have a clear understanding of our Sponsorship Layout so that it can be discussed with current or potential Sponsors.
- Communicate with Liz Recca with any ideas, meetings etc.
- Ensure that each year the SCAA has filled all of the Elite and Platinum Sponsorships.
- Ensure that our Sponsors logos are updated at all times. Ensure that Liz Recca has the correct logo in a jpeg format for our website, outgoing emails etc.
- Assist the Event's Committee and Liz Recca with securing Silent Auction Items for our December Holiday Parties.
- Contacting current sponsors to ensure they feel value in their sponsorship and ensuring they have everything they need from the SCAA.

## **MEMBERSHIP COMMITTEE:**

### **The Committee Chairs are tasked with the following:**

- Shall promote membership in the Association.
- Establishing our Community Membership and Associate Membership goals.
- Ensuring our annual goals are being met with our Membership Counts.
- Assisting Liz Recca with collecting any past due invoices for Membership Dues.
- The Committee Chair should hold meetings either via conference call or in person to discuss strategies, goals etc. The Chair should also always communicate with Liz Recca of any ideas, meetings etc.
- Contacting new Members no more than 30 days out to see if there is anything they need from the SCAA.
- Contacting potential members to see how we can persuade them to join the SCAA.
- Ensuring we have all updated contact information for our Members.

## **YOUNG PROFESSIONALS COMMITTEE:**

### **The Committee Chairs are tasked with the following:**

- Ensuring that all members know about SCAA Young Professionals.
- Communicate with Liz Recca with any ideas, meetings etc.
- Ensuring that those Young Professionals in the industry (40 and under) are engaged in the SCAA and are excited about becoming involved.
- Shall promote membership and sponsorships for The SCAA.