



475 S. Frontage Road, Suite 101
Burr Ridge, Illinois 60527-6282
Phone: 630-323-7028 · Fax: 630-323-6989
E-mail: info@ccsnm.org
www.ccsnm.org

CALL FOR VOLUNTEERS

- Purpose:** By filling out the Call for Volunteers application you are committing to volunteer and serve as a member of a CCSNM Committee.
- Term:** Service on a committee is for a minimum of one year; the chairperson of each committee is appointed annually by the President.

VOLUNTEER GUIDELINES

- You must be a CCSNM member in good standing. Committee service is strictly on a volunteer basis, with all incurred costs being your responsibility unless the Board of Governors gives prior authorization.
- You are expected to attend meetings and conference calls of your committee and complete tasks/projects you volunteer to do within the agreed upon time frame.

COMMITTEE PURPOSES

Awards Committee

The Awards Committee reviews the submitted abstracts, selects those for presentation and judges presentations for the Chapter Awards.

Committee on Continuing Education

The Committee on Continuing Education shall consist of at least four members, one to be appointed each year by the President. At least two members shall be technologist members. They shall each serve for a term of four years, one retiring each year. The President shall annually designate the Chairperson of this Committee, who may be a technologist. The function of this Committee shall be to facilitate the educational efforts of the Chapter aside from educational events at Chapter meeting. Its operation shall be governed by policies and guidelines established by the Board of Governors. It shall submit a report of its activities at each meeting of the Chapter. The Chairperson of this Committee is a voting ex-officio member of the Program Committee and of the Publications Committee.

Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall consist of four members, one to be appointed each year by the President. They shall serve for a term of four years, one retiring each year. The President shall annually designate the Chairperson of the Committee. This Committee shall maintain a study of the Constitution and Bylaws and shall recommend to the Board of Governors such changes, additions, or amendments as it finds necessary to the structure and content of either. The Chairperson of the Constitution and Bylaws Committee shall serve as parliamentarian of the Chapter.

Finance Committee

The Finance Committee shall consist of five members, one of whom shall be the Secretary-Treasurer of the Chapter and at least one technologist member. Of the remaining three, each shall serve for a term of three years, one retiring each year. The President shall annually designate the Chairperson of this Committee. The Technologist member to the Finance Committee is an ex-officio non-voting member and shall be the Chairperson of Technologist Section's Finance Committee. The Finance Committee shall review the annual budget and recommend dues and assessments to the Board of Governors. It may audit the books of the Treasurer, and shall submit a written report to the Board of Governors at each meeting.

Membership Committee

The Membership Committee shall consist of four members, one to be appointed each year by the President. They shall each serve for a term of four years, one retiring each year. The President shall annually designate the Chairperson of the Committee. This Committee shall be responsible for all matters pertaining to membership. This committee may meet jointly with the Technologist Section membership committee. and in that event the Co-Chair is the Chair of the Technologist Membership Committee.

Program Committee

The Program Committee shall consist of four members, one of whom shall be the Vice-President of the Chapter, who shall serve as its Chairperson. This Committee shall be responsible for the Scientific Program at the Chapter meetings. The Chairperson of this Committee is a voting ex-officio member of the Continuing Education Committee and of the Publications Committee. Each appointed member shall serve for a term of three years, one retiring each year.

Publications Committee

The Publications Committee shall consist of four members, one to be appointed each year by the President. There may be one or more members from the technologist section on this committee. All members shall serve for a term of four years, one retiring each year. The President shall annually designate the Chairperson of this Committee. In addition, the Editor and Co-Editor of the Chapter's Newsletter are ex-officio members of this Committee. The function of this Committee shall be the supervision of all publications of the Chapter; including the selection, with the advice and consent of the Board of Governors, of any editor or editors chosen for the management of such publications. The Chairperson of this Committee is a voting ex-officio member of the Program and Continuing Education Committee.

(Application on reverse side)

