

Pioneer Committees

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GENERAL

There are many different committees that Pioneer units can choose to create. Many times a committee is comprised of only one person. This Practice gives an overview on organizing committees in general and provides examples of some specific committees. The committee descriptions for Community Service, Nomination, Participation, and Membership are included in their respective Practices. These committees, in addition to the ones mentioned below, are not intended to be an all-inclusive list. Leaders should determine the needs of their local Pioneer unit and create appropriate committees to accomplish specific goals.

ORGANIZING A COMMITTEE

Following are the basic steps in organizing a committee:

1. Assess the needs of your community or membership. Depending on the committee, find out what the community needs are or in what your Pioneers are interested.
2. Determine that a committee is required to resolve an issue(s) or to make a project(s) a success.
3. Appoint a chairperson who is interested in coordinating the efforts of the specific committee.
4. Recruit members for the committee. Although there can be committees comprised of only one person, it is easier to have several people working on a committee.
5. Conduct meetings to determine the goals of the committee and who will do what work. Each member of the group brings different ideas-brainstorm to come up with a common idea.
6. Record in writing what transpired at the meetings and keep the minutes in a place where you can access this information.
7. Communicate recommendations of committee to Pioneer leaders.
8. Plan and execute decisions of committees. Appoint people to carry out different tasks.

Tracking Hours

Some committee work can be assigned to a specific Pioneer project, while others can be tracked under the General Activities section on the PA7. Please see the Practice on Defining Community Service Projects and Reportable Volunteer Information. Be sure to report your hours quarterly to PA7 database found on the Pioneers' homepage at www.telephone-pioneers.org. You will need to click on the <TPA Systems> menu to access this database. There may already be a person responsible for reporting hours in your chapter, therefore, you will need to report hours to the designated person instead of reporting directly on-line.

Financial Considerations

Refer to the Financial Practices for more information on accounting for spending and for information on insurance. When planning events or spending funds, the committee needs to follow procedures for maintaining Pioneer funds and providing proof of insurance. Any requests for funds should be brought to your chapter leaders and be recorded in your minutes.

EXAMPLES OF COMMITTEES

In addition to the duties and responsibilities indicated above for all committees. The following are some specific duties and responsibilities for three different committees.

Fellowship Committee

The purpose of the fellowship committee is to make all unit members feel welcomed and appreciated. This is done through recognizing members for different occasions and providing emotional support when necessary.

Committee Specific Duties and Responsibilities

- The committee should determine a budget and what means they will use to honor members for special events. Some ideas include sending cards and flowers, making phone calls or personal visits.
- The committee needs to create a tracking system for members' special events. (Some Pioneers include members' special events on a calendar and appoint a fellowship committee person to maintain this information.) Special events include, but are not limited to, birthdays, anniversaries, illness, accidents, bereavements, etc.
- Contact new members and provide information about the Pioneers, including ways to contact other members in the Pioneer unit.
- Natural disasters are special concern. Please refer to the Practice: Guideline for Handling a Major Disaster.

Entertainment Committee

The purpose of the Entertainment Committee is to coordinate social activities for members. These events should incorporate a variety of ideas to appeal to all your membership.

Committee Specific Duties and Responsibilities

- Schedule social activities for the year and establish a budget for these events.
- Publish a calendar of events and distribute to members.
- Some ideas for social events include theme meals, dances, holiday parties, summer picnic events, casino night, sporting event outings, coordinated trips, and weekend events.

Checklist for Planning Events

The following is a list of considerations in preparing for your event. The list is not all-inclusive; it is intended to help you plan accordingly for your event.

- _____ Cost estimates for different locations
- _____ Location of event (remember to consider convenience/accessibility)
- _____ Cost of admission to event
- _____ Publicity for event (theme)
- _____ Invitations, programs or announcements
- _____ Photographer
- _____ Physical arrangements like seating
- _____ Reservations – hotel, car rental, special arrangements for visitors
- _____ Reception considerations
- _____ Decorations
- _____ Food and refreshments
- _____ Music and entertainment
- _____ Billing arrangements
- _____ Proper insurance
- _____ Transportation
- _____ Agenda of events

Historical Committee

The purpose of the Historical Committee is to keep local unit histories current and to generate new and continued interest in the history of the TelecomPioneers.

Committee Specific Duties and Responsibilities

- Collect and identify significant pictures and information about persons, places, things and events that contributed to the development of Pioneering.
- Arrange for a narrative history of the Pioneer unit.
- Encourage and accept donations of historical items relating to the TelecomPioneers.
- Present historical information to the rest of the Pioneer unit and create a display for this information.

For more detailed historical information, please contact the TelecomPioneers headquarters.