

STC Twin Cities - Committees

Operations Committee

Plan meeting space (work with Treasurer):

- Contact facility about reserving space for each meeting (5:30-7:30 PM, second Tuesday of month from September)
- Confirm use of Internet, projector, phone
- Forward meeting invoice to Treasurer
- 30 minutes per month

Order food for meetings (work with Treasurer):

- Review how many people have registered by noon on day of meeting
- Contact people who signed up for a meal but haven't paid to confirm attendance
- Order food using www.bitesquad.com (or other service)
- 1 hour per month

Provide technical setup at meetings:

- Start laptop, connect to projector, and verify that projector is working
- Connect microphone to laptop
- For remote presenters, access wi-fi using laptop, start webinar meeting, and verify that meeting link works
- Using phone, dial into meeting to verify audio
- 1 hour per month

Program Committee

Brainstorm program topics/speakers (work with Vice President):

Gather potential topics for meeting:

- Schedule meeting to brainstorm potential topics and speakers for Sept-June season
- As topic list develops, compare it against list of recent programs to avoid repetition
- 1-2 hours per month

Arrange for speaker on topic:

- Research people with expertise on topic
- Contact speaker to ask if he/she would consider presenting for STC TC
- If speaker is interested, review dates and times, webinar software options, fees
- Send confirmation to speaker
- 1-2 hours per month

Gather program content for website:

- 30 days before meeting, ask speaker for meeting information to post on our website: 1) program title, summary, representative image, 2) program details, speaker photo, bio
- Proofread information and send to Website Committee for posting
- Schedule and conduct brief meeting with speaker to test meeting link and audio
- 2 hours per month

Website/Communications Committee

Post meeting on STC TC website, Bookwhen.com:

- Gather details from Program Committee
- Post information on site 30 days before meeting
- Post information on bookwhen.com 30 days before meeting
- 1.5 hours per month

Post meeting information on LinkedIn.com:

- Post meeting on LinkedIn.com 30 days before meeting
- Post reminder 7 days before meeting
- 30 minutes per month

Post meeting information on other social media:

- Post information on Twitter, Facebook 30 days before meeting
- Post reminder 7 days before meeting
- 30 minutes per month

Respond to request for assistance, job postings:

- Reply to members requesting assistance
- Review and approve job posting requests
- 30 minutes per month

Share meeting information with 3 universities:

- Contact Metro State, U of MN, and UNW with information on meeting
- Maintain contact list
- 30 minutes per month

Newsletter Committee

Prepare monthly newsletter:

- Determine writing topic(s)
- Take photos at meetings/events
- Gather content from members/writers
- 4 hours per month

Edit newsletter:

- Provide feedback to writers
- Edit content and proofread
- Design/format newsletter
- 1 hour per month

Outreach Committee

Contact members and new attendees at meeting:

- E-mail new attendees, members after each meeting
- Thank them for attending
- Ask for feedback, input on meetings
- 1 hour per month

For 1 hour per month, you can get involved, get networking, and get some great experience with STC TC!

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