

## Committee Overview

Committee	Responsibilities	Chair/Members	Mentee /Intern	Notes
<b>Governance</b>	<ul style="list-style-type: none"> <li>Submit the chapter's bylaws to headquarters in accordance with the established policy.</li> <li>Manages the eligibility process for new members (students and nurse leaders)</li> </ul>	Governance Committee: Counselor (Governance Chair), Eligibility Chair, Committee Member		Counselor is an elected position. Eligibility Chair and committee members are appointed by the President every year.
<b>Finance</b>	<ul style="list-style-type: none"> <li>Coordinates the annual finance meeting (held at least one week prior to the Executive Board Meeting)</li> <li>Assists the Treasurer in creating the annual budget.</li> </ul>	Finance Committee: President-Elect (Chair), Treasurer, Immediate Past President and Committee Member		President-Elect, Treasurer and Immediate Past President are elected. Committee member is appointed by the President every year.
<b>Leadership Succession</b>	<ul style="list-style-type: none"> <li>Mentor members to assume positions at all levels of the organization.</li> <li>Oversee the selection of well-qualified members who can provide the necessary leadership to achieve chapter goals and to meet the needs of members.</li> <li>Oversee the preparation, distribution and tallying of election ballots.</li> <li>Notify all candidates (elected and non-elected) of the election results.</li> </ul>	Leadership Succession Committee: Chair and two members		All three positions on this committee are elected.
<b>Service</b>	<ul style="list-style-type: none"> <li>Maintain focus on current STTI President's call for serving locally, nationally, and globally</li> <li>Coordinate Walk for Water activities to support H2Omicron Delta and water.org</li> <li>Coordinate efforts at each campus induction ceremony to support Project Linus</li> <li>Provide opportunities for members to invest in the mission of STTI through giving of time, talent or treasure</li> <li>Support the STTI Foundation</li> </ul>	Service Committee: Immediate Past President (Chair), mentee and chapter members	Mentee	Immediate Past President is elected. The mentee is selected by the Chair every two years. Members are appointed by the Chair every year.
<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Manage member reports every 90 days so member connection and communication is maintained.</li> <li>Coordinate with other committees as needed to organize member activities.</li> </ul>	Member Engagement Committee: Vice President (Chair), mentee and chapter members	Mentee	Vice President is elected. The mentee is selected by the Chair every two years. Members are appointed by the Chair every year.
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>Oversee the process of developing, reviewing and revising criteria for research/scholarship awards, recognition awards and the funding of research grants.</li> </ul>	Scholarship Committee: Chair and chapter members		All members of this committee are appointed by the President every year.

	<ul style="list-style-type: none"> <li>• Sit on review committees (as needed) for scholarship awarding.</li> </ul>			
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Coordinate social media efforts monthly to maintain member communication.</li> <li>• Assist other committees and officers as needed to communicate information through technology.</li> <li>• Advise the chapter on technology advances that may assist completing chapter goals.</li> <li>• Prepares, manages and facilitates the annual General Membership Meeting</li> </ul>	Technology Committee: Executive Director (Chair) and chapter members	Intern	The Executive Director is appointed by the President. The leader intern is selected by the Chair every two years. Members are appointed by the Chair every year.
<b>Education</b>	<ul style="list-style-type: none"> <li>• Prepare and host annual education conference.</li> <li>• Prepare a summary of the annual meeting/educational conference and present this summary to the Board at the next monthly meeting after the conference.</li> <li>• Track conference expenses with Treasurer.</li> <li>• Archive statistics from each conference.</li> </ul>	Education Planning Committee: Education Chair, Vice-President, member of the Service Committee and regional chapter member volunteers		Education Chair is appointed every year by the President. The Vice President is elected and the member volunteers are determined by the Chair prior to each event.