



POLICIES & PROCEDURES

FY 2019

The purpose of this document is to capture the various responsibilities, rules, and processes of the Indiana TRIO Executive Board and committee chairs.

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INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

President

SUMMARY OF RESPONSIBILITIES

The President shall preside at all meetings of the Chapter and shall be chairperson of and preside at meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall appoint the members of all committees, except as otherwise specified in this Constitution and Bylaws, and shall be an ex-officio member of all committees. The President shall perform the duties customary to that office and such additional duties as directed by the Board of Directors. The President shall serve on the Association Board of Directors as a Chapter representative. The President, or his/her designee, will represent the Chapter at meetings of other organizations. The Board of Directors shall confirm all designees.

EXPLANATION OF TASKS

- Appoint committee chairs
- Give committee charges for year
- Set Indiana TRIO meeting dates and run meetings
- Represent Indiana TRIO at EOA Board meetings
- Encourage EOA to have Indiana TRIO representatives on their regional committees

TIMELINE

- September - November: Ask committee chairs to serve on board
- November/December: Update the committee charges. Develop budget with Finance Committee Chair to present to board at transitional meeting. Seek committee chair involvement in determining committee allocations.
- January: Host the transitional board meeting with the priority of seeking approval for an operating budget.
- February - November: Support committees in completing charges. Ensure all board members serve within the constitutional and policy and procedures guidelines.

OUTCOMES/WORK PRODUCTS

- Holding board meetings

CONSIDERATIONS

- Transparency is key to success
- Setting clear goals assists those chairing committees
- Diversity in representation on board should be considered (all parts of states, all TRIO programs, seasoned and new professionals, etc.)

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

President Elect

SUMMARY OF RESPONSIBILITIES

The President-Elect shall perform the duties of the President in the absence of incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as chairperson of the Membership and Credentials Committee and shall be a member of the Finance Committee of the Indiana Chapter. The President-Elect shall serve on the Association's Board of Directors as a Chapter representative.

EXPLANATION OF TASKS

- Serve as chair of the Membership and Credentials Committee.
- Serve on the Finance Committee.
- Serve on the EOA Board of Directors.
- Act as leader in absence of President.
- Create relationships across the state to increase advocacy and awareness efforts.

TIMELINE

November: Schedule a time to meet with the President to go over the year. Because of distance definitely plan to meet periodically if it is possible.

OUTCOMES/WORK PRODUCTS

CONSIDERATIONS

- Begin to ask as many questions as you can because you will be in that role sooner than later
- Establish relationships with members to begin gauge interest to be on your board the following year.
- Although you are Elect, don't be afraid to step up and help out where needed.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Past President

SUMMARY OF RESPONSIBILITIES

The Immediate Past President shall perform the duties customary to the office and such additional duties as directed by the Board of Directors.

EXPLANATION OF TASKS

Constitutionally, the Past President serves as the chair of the Nominations and Elections committee, as a member of the Executive Committee, and as a member of the Planning and Development Committee.

Informally, the Past President serves in whatever capacity necessary to the President and President-Elect.

TIMELINE

No formal timelines

OUTCOMES/WORK PRODUCTS

No formal work products in the role – see associated committees for their outcomes/work products.

CONSIDERATIONS

The biggest consideration for the Past President once his/her assumes this role is to stay active on the board! Having just completed a two-year term on this board and the EOA Board of Directors, it is quite easy to ride into the sunset, and many Past Presidents have. Stay involved and engaged for one more year in order to provide historical perspective to the Board of Directors.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Treasurer

SUMMARY OF RESPONSIBILITIES

The Treasurer shall represent the Chapter in assuring the receipt and expenditures of funds in accordance with the directives established by the Board of Directors and shall be under such bond as may be determined by the Board of Directors. The Treasurer shall perform duties customary to the office and such additional duties as may be determined by the Board of Directors. The Treasurer shall arrange for an annual audit of the Chapter's finances in time to allow for a printed report to the annual meeting of the Delegate Assembly of the Chapter. The Treasurer shall serve on the Finance Committee of the Indiana Chapter. The Treasurer shall serve as a member of the Membership and Credentials Committee having responsibility for the processing of all membership applications. The Treasurer shall be an agent of the Indiana Chapter responsible for credentialing members.

EXPLANATION OF TASKS

- Reconcile Indiana TRIO bank account(s)
- Track Indiana TRIO bank transactions
- Process accounts payable and account receivable for the organization
- Update Indiana TRIO budget sheet to reflect actual expenses
- Keep track of registrants for SLC, Professional Conference, or other Indiana TRIO Events that have fiscal interests
- Audits of financial documents of the chapter
- Make EOA membership payments in accordance with conference registration policies

TIMELINE

- Reconcile Indiana TRIO bank account(s) monthly
- Process accounts payable and accounts receivable on an on-going basis (monthly minimum)
- Update Indiana TRIO budget sheet in accordance with Chapter Board Meetings
- Yearly EOA membership payment at conclusion of spring Indiana TRIO Professional Conference
- Yearly audit

OUTCOMES/WORK PRODUCTS

- Electronic and paper record of Indiana TRIO fiscal transactions

CONSIDERATIONS

Must work closely with Secretary, President, Finance Chair, & Membership Chair to have updated information on Chapter members, contact information, Chapter Fiscal Policy & Procedures, and authorized bank account users/viewers.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Secretary

SUMMARY OF RESPONSIBILITIES

The secretary shall perform the duties customary to the office and such additional duties as may be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all Board of Directors' meetings as well as of the Annual Meeting of the Delegate Assembly and shall submit such minutes in written form for approval by the Board. The Secretary shall be responsible for maintaining all records, documents, reports, correspondence, and related written information pertaining to Chapter business during the current administration and for submitting them at the conclusion of the term of office to the Chapter Archives as established by the Board of Directors.

EXPLANATION OF TASKS

The secretary shall:

- Attend all board meetings to record the minutes
- Compile all committee chair reports
- Manage the general correspondence to the membership
- Manage the general correspondence to the Executive Board and committee chairs
- Organize all documents of the Executive Board and committees in the Google drive
- Monitor the Indiana TRIO email and cloud sharing accounts – Google and Dropbox
- Chair the Policy & Procedures Manual committee
- Serve on the Membership & Credentials committee so as to access up-to-date records
- Maintain strong communication with the Executive Board and committee chairs to ensure news is shared with the membership in a timely and efficient manner

TIMELINE

- Formal timeline established yearly by Board meeting schedule and project deadlines

OUTCOMES/WORK PRODUCTS

- Meeting minutes
- Correspondence to the membership
- Up-to-date Policy & Procedures manual

CONSIDERATIONS

- Utilize a reliable platform for disseminating information to the Indiana TRIO membership
- Create a periodic communication to the membership to establish organization and awareness

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Membership & Credentials

SUMMARY OF RESPONSIBILITIES

It shall be the responsibility of the Membership and Credentials Committee to actively promote membership in the Indiana Chapter. The committee will provide the Association with a certified list of membership to determine membership class and eligibility for purposes of participation in Indiana Chapter activities. The Membership and Credentials Committee shall, for each Indiana Chapter meeting, certify to the Executive Committee the names of eligible voters and shall also be responsible for monitoring the tallying of votes when necessary. The Treasurer shall serve on this committee.

EXPLANATION OF TASKS

- Document and update Policy & Procedure of committee.
- Create a postcard or flyer that outlines the benefits of membership to share with non-members program professionals and TRIO state EOP programs.
- Share membership list with treasurer and Secretary on a monthly basis and with members as requested.
- Update members about membership status before it expires.
- Serve on the Membership & Credentials Committee at EOA level and report updates to state level.
- Review membership statements provided by EOA.
- Contact TRIO Directors throughout the state to encourage their program to actively engage in the association.
- Reach out to newcomers to inform them of avenues of participation

TIMELINE

Start in November: Begin to reach out to current professionals who are not a members of EOA and the Indiana Chapter. Also, send out welcome packets to new members of TRIO in Indiana. President has access to all of the materials needed. Lastly, please keep up with the Indiana TRIO directory.

https://docs.google.com/spreadsheets/d/1RcVmWXH0Jf_7-nYpu1e_zdB5AbU2gRw6-5KKvHXgZhc/edit#gid=634347005

OUTCOMES/WORK PRODUCTS

- Increase state association awareness and involvement
- Clearly articulate membership benefits
- Encourage membership to invite colleagues to engage
- Create and implement new member retention initiatives
- Create and implement a new-member orientation

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

CONSIDERATIONS

With new technology coming on board via EOA, the Membership and Credentials Committee must educate the state association on the intricacies of the system and eventually seek to maximize its use once established.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Research & Evaluation

SUMMARY OF RESPONSIBILITIES

The responsibility of this committee shall include, but not limited to, the research, evaluation, and planning related to the Indiana Chapter's purposes and goals as delineated in **Article 2** of this Constitution and Bylaws. It shall be a resource for all committees of the Indiana Chapter and shall generally react to priorities established by the Board of Directors. Specific assistance and collaboration with the Legislation and Education Committee and the Annual Conference Committee are expected.

EXPLANATION OF TASKS

- Document and update Policy & Procedure of committee
- Collect APR data from all Indiana TRIO programs. Communicate purpose of data collection to directors.
- Compile data and share with Editorial and Publications chair.
- Create evaluation for student leadership conference, professional conference professional development events, or other Indiana TRIO events as requested.
- Liaison with EOA Research and Evaluation in efforts that may impact or provide assessment education for association members.
- Lead efforts in creating opportunities for Indiana TRIO members to actively participate in research that supports advocacy initiatives.

TIMELINE

It is important to collect statistical data from project directors immediately following the APR submission.

APR submission months are as follows:

- | | |
|-----------------|-------------------|
| - EOC- December | - VUB- August |
| - ETS- December | - SSS- November |
| - UB- December | - McNair- January |

OUTCOMES/WORK PRODUCTS

- Liaison with the Editorial and Publications committee to release up-to-date statistics to present in a yearly Indiana TRIO fact book.
- Foster an atmosphere conducive to sharing of best practices in assessment and evaluation.
- Disseminate information to membership that informs all communities of successes based in both measurable and anecdotal data.
- Highlight members who take initiative and or excel in evaluation and assessment.

CONSIDERATIONS

Research and evaluation reaches further than the APR data collected by the Department of Education. It is important for the Chair and Committee Members to highlight the efforts that are producing results.

Special Concerns & Affiliations

SUMMARY OF RESPONSIBILITIES

This committee is charged with the responsibility of ensuring the representation and/or input of special populations in Chapter activities and decisions. It is further charged with the responsibility of ensuring the input and affiliation of the Chapter with other organizations which have purposes supportive of, or in harmony with, chapter concerns and objectives. Specific matters which shall be addressed include, but are not limited to, student financial aids, and learning or physical disabilities.

EXPLANATION OF TASKS

- Committee works to identify programs, organizations, etc. in Indiana that Indiana TRIO should know more about or vice versa
- Committee organizes opportunities for TRIO representative to meet with potential partners

TIMELINE

- February/March: Create tentative list of potential programs, organizations, etc to contact during year (this is ongoing, but outside organizations that are potential spring conference presenters should be identified around this time)
- March/April: Contact organizations (ones that are potential presenters at conference should be contacted this early; others can be on a looser timeline)

OUTCOMES/WORK PRODUCTS

- Developing/updating list of organizations that state could form relationships with

CONSIDERATIONS

- It is a good idea to collaborate with the Professional Development Committee and Professional Conference Committee as there may be special targets during the year
- List of previous organizations or programs that Indiana TRIO has collaborated with in some capacity should be maintained and shared from year to year so that the chapter is able to build on previous relationships

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Legislation & Education

SUMMARY OF RESPONSIBILITIES

The Legislation and Education Committee shall specifically address Chapter goals 1) and 2) of the second paragraph of **Article 2** of this Constitution and Bylaws, as charged by the President and Board of Directors.

The responsibility of the L&E Committee is to monitor federal, state, and local legislation, policies, and rules and regulations for secondary postsecondary and graduate education as they pertain to TRIO/EOP and related programs and services. This committee will initiate relevant research and developing appropriate position statements. This committee will disseminate to the Association current information related to the U.S. Department of Education and education issues that affect TRIO/EOP programs. As appropriate, the L&E Committee shall conduct training workshops and seminars on matters such as legislative activity and advocacy, coordinated with the Association Professional Development Committee.

EXPLANATION OF TASKS

The Chair(s) for the Legislation and Education Committee shall be appointed by the chapter President. The chair(s) shall oversee the legislative efforts at their state level and shall forward any communication deemed relevant from the Association and Chapter. This individual shall represent the L&E Committee before the Association and other TRIO bodies and will chair meetings of the committee. The chair will direct the policymaking efforts of the Committee and will lead the Committee to establish goals and directions. The Committee Chair shall have a vote only when necessary to break a tie.

TIMELINE

The L&E Committee shall meet monthly to review and consider the business of the L&E Committee. The act of a majority of the L&E Committee members present shall constitute an act of the L&E Committee.

OUTCOMES/WORK PRODUCTS

This group shall prioritize legislative efforts, review testimony and other public statements, determine timing and scope of legislative alerts, and monitor ongoing projects being coordinated by Indiana TRIO.

1. Document Policy & Procedure of committee by March 2015
2. Create an advocacy plan which includes planned advocacy dates to engage TRIO professionals, alumni, current students, parents, and other professionals in advocating for TRIO at State and National level via a variety of mediums (including phone calls, post cards, videos, and social media)
3. Survey programs to find out if any elected officials (local, state, national) have attended program events
4. Share COE updates with state and information about how to contact state representatives

CONSIDERATIONS

L&E Committee shall review existing committee policies and submit any revised policies and procedures annually to the Indiana TRIO Board of Directors.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Scholarship

SUMMARY OF RESPONSIBILITIES

The Scholarship Committee shall administer the nomination and awarding of such scholarships as the Chapter is afforded by its own fundraising or through the auspices of the Association. The purposes of any scholarship shall be in accordance with the aims and purposes of the Association and the Chapter and shall abide by stipulations of the US Internal Revenue code and laws.

EXPLANATION OF TASKS

Scholarship Chair (s) will

- Review and edit all scholarship applications
- Send updated applications to the Technology Committee to ensure the Indiana TRIO website is updated
- Have board secretary to send out an email to inform membership of the scholarships
- Confirm receipt of all applications to each nominator as they are sent in
- Get scholarship entries to the review committee(reviewers shall not review applications from their institution).; EOA scholarship review committee (combination pre-college & college personnel) as well as send them the score sheet to use during the review process
- Maintain the Google Docs folder of all scholarship materials and applications
- Give access to all reviewers to the Google Docs folder containing all received applications (college and pre-college) as well as all rating forms and timelines
- Agree on a conference call time to discuss and decide on a winner for each scholarship
- The scholarship committee will attempt to award as many TRIO participants scholarships as they can without duplicating a winner for more than one scholarship.
- Send all winners a letter of congratulations via e-mail.
- Send all applicants who did not win, a letter of regret via e-mail.
- Prepare a PowerPoint for the Annual State Conference Banquet
- Ask nominators to have the winner to prepare a few words at the banquet if they are attending or to provide the nominator or his/her designee with a statement to read at the banquet concerning their Indiana TRIO Scholarship or EOA Scholarship winner including any state semi-finalist
- Contact the winners in Early August to provide to the Scholarship Chair (s) the correct contact information as well as verification of fall enrollment to be provided to the Treasurer for mailing the scholarship check
- Provide the Treasurer with the contact information and fall enrollment verification of each scholarship recipient as it is received
- Prepare a press release (s)/newsletter article (s) for all Scholarship winners by May/June

Review Committee for the College Scholarships

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

- The review committee for the college scholarships (Indiana TRIO and EOA) can be comprised of Indiana TRIO pre-college personnel and/or others (i.e., alumni of TRIO, university personnel who are non-TRIO, etc.)
- Committee members will agree to excuse themselves from the process of discussion and voting on any entry they may know personally
- Committee will provide the scholarship chair (s) all score sheets for each scholarship
- Scholarship chair (s) will send out the results
- If there is an applicant who has received all votes/majority of the votes per scholarship, he/she will be declared winner (committee must agree to this); otherwise, discussion will take place via conference call. The slate to be discussed will be emailed to each committee member
- Committee comes together on the conference call to discuss the slate until a winner is agreed upon for each scholarship being considered

Review Committee for the Pre-College Scholarships

- The review committee for the pre-college scholarships (Indiana TRIO and EOA) can be comprised of Indiana TRIO pre-college personnel and/or others (i.e., alumni of TRIO, university personnel who are non-TRIO, etc.)
- Committee members will agree to excuse themselves from the process of discussion and voting on any entry they may know personally
- Committee will provide the scholarship chair (s) all score sheets for each scholarship
- Scholarship chair (s) will send out the results
- If there is an applicant who has received all votes/majority of the votes per scholarship, he/she will be declared winner (committee must agree to this); otherwise, discussion will take place via conference call. The slate to be discussed will be emailed to each committee member
- Committee comes together on the conference call to discuss the slate until a winner is agreed upon for each scholarship being considered

Review Committee for the EOA Scholarships semi-Finalists

- The review committee for the EOA scholarships semi-finalist) can be comprised of Indiana TRIO pre-college personnel and college personnel and/or others (i.e., alumni of TRIO, university personnel who are non-TRIO, etc.)
- Committee members will agree to excuse themselves from the process of discussion and voting on any entry they may know personally
- Committee will rank each applicant via Scholarship Central, login information will be provided by EOA. Scholarship chair (s) will send out the results
- If there is an applicant who has received all votes/majority of the votes per scholarship, he/she will be declared winner (committee must agree to this); otherwise, discussion will take place via conference call.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

PROPOSED TIMELINE FOR INDIANA TRIO SCHOLARSHIPS

Date	Timeline Item
January 1st	Application edit deadline
February	Scholarships released to membership, directors, and put on Indiana TRIO website
March 31 (11:59 p.m.)	Scholarship application due to chairperson
= Ongoing process	Scholarship chair (s) will confirm to each nominator the name and scholarship applied for of each applicant
April (second week)	Scholarship committee meeting to determine award winners
Late April/Early May	Winner will receive a detailed letter of what their responsibility is at it relates to scholarship and invited to Indiana TRIO Professional Conference.
August (end of)	Treasurer should have received from scholarship chair (s) updated contact information of where scholarship winners check should be sent
September/October	Treasurer will mail out checks to scholarship recipients *

* Note: Upon the mailing of checks to the scholarship recipients, the treasure will notify the scholarship chair/co-chairs and the chapter president that the check has been sent to the recipient.

Reminders:

- All pieces of the scholarship application for each applicant should be included in on scanned file and emailed to the identified scholarship chair (s).
- Any scholarship application received after the deadline of 11:59 p.m. of the identified deadline date will not be included in the pool of scholarships that will be reviewed. NO EXCEPTIONS!
- Any scholarship packet that does not contain all of the elements of the application will not be included in the pool of scholarships that will be reviewed. NO EXCEPTIONS!
- By the end of week one in April, if you have not heard from the scholarship committee and you know you emailed applications then you, the nominator, need to contact the scholarship chair (s) to address this issue. All that will be required would be a resending of the previous email.

TIMELINE FOR EOA SCHOLARSHIPS

Date	Timeline Item
February	Scholarships released to membership, directors, and put on Indiana TRIO website
March 31ST (11:59 p.m.)	All scholarship applications due on EOA Scholarship Central website
April (third week)	Scholarship committee conference call meeting to determine award winners
April (last week)	Chapter Chairs send final nominations and selections to EOA Scholarship chairs

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

OUTCOMES/WORK PRODUCTS

Awarding of all Indiana TRIO Scholarships as the fiscal budget allows or as applicants have applied for the various scholarships. Winners will be formally announced during the Indiana TRIO banquet at its annual state conference.

CONSIDERATIONS

Consider having students submit one application/essay and it be considered or reviewed for all applicable scholarships. This would also allow for each evaluator have one rating form for each student. See Google Drive for proposed changes. Please also consider the process and content of the requested letter of recommendations from a TRIO staff member, perhaps we should give each recommender a list of questions to answer to have a more consistent format and comparison among students as some letter writers are stronger than others.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Public Relations & Communications

SUMMARY OF RESPONSIBILITIES

The Editorial and Publications Committee shall address itself primarily to the Indiana Chapter's goals and objectives. The Committee shall be responsible for any regularly scheduled printed or electronic newsletter or publication of the Chapter.

EXPLANATION OF TASKS

- Create and distribute quarterly Indiana TRIO newsletter
- Submit stories to EOA for EOA quarterly newsletter
- Creation of yearly Indiana TRIO Factbook highlighting student success stories and Indiana program statistics and accomplishments
- Other projects as requested from other Committees/Chairs

TIMELINE

- Newsletters should be quarterly and spaced to encompass full year programming
- EOA newsletter submissions should coincide with EOA newsletter schedule
- Indiana TRIO Factbook should be completed yearly by early March so it is available for COE Policy Seminar participants

OUTCOMES/WORK PRODUCTS

- Quarterly newsletters
- Yearly Indiana TRIO Factbook
- Other publications as needed or requested

CONSIDERATIONS

Must work closely with Alumni Development and Research and Evaluations Chairs to gather timely information for publications

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Professional Development

SUMMARY OF RESPONSIBILITIES

The Professional development Committee shall be responsible for addressing matters pertaining to professional preparation, ethics, and standards in keeping with the Indiana Chapter's goals and objectives.

EXPLANATION OF TASKS

- Organize professional development conference calls, webinars, and/or drive-ins based on member needs
- Work with Special Concerns and Affiliations committee to identify potential partners in the state that could address professional development needs or serve as valuable professional partners
- Organize request for proposals process for the Annual Conference and Student Leadership Conference.
 - o Create a sub-committee to review proposals
 - o Assist in securing non-TRIO presenters
- Inform general membership about ELI process and purpose
- Act as liaison between EOA and Indiana TRIO coordinating ELI selection process
- Solicit applicants for Indiana ELI representative for upcoming year
- Submit for Board approval top ELI candidate for upcoming year
- Update the Policy & Procedures manual for specific committee information, updated duties, timelines, and Educational Opportunity Association recommendations

TIMELINE

OUTCOMES/WORK PRODUCTS

- Quality and meaningful professional opportunities

CONSIDERATIONS

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Finance

SUMMARY OF RESPONSIBILITIES

The Finance Committee shall be responsible for developing and submitting a proposed annual budget to the Board of Directors for approval. It shall also be responsible for monitoring all fiscal matters pertinent to the Indiana Chapter's activities. The Treasurer and the President-Elect shall be members of this committee. Three additional persons will be appointed by the President and confirmed by the Board of Directors.

EXPLANATION OF TASKS

- Work closely with President in order to present an initial budget for committee approval
- Work closely with Treasurer to monitor annual income and expenses
- Receive quarterly reports of banking statements as a check to the Treasurer's records
- Meet quarterly as a committee to review the budget and adjust as necessary
- File 990 on an annual basis
- File Business Entity report bi-annually (due on even years)
- Review the fiscal policies and procedures manual to ensure its enforcement, amending as necessary

TIMELINE

Prior to Transition Meeting:

- Meet with President to develop a proposed budget
- Hold first committee meeting to review, amend, and approve the proposed budget

At Transition Meeting: Present proposed budget for review, amendments, and approval by full board

Hold Quarterly Meetings Around Recommended Events:

- After SLC to review income/expenses and review annual conference expenses
- In anticipation of General Assembly meeting
- After Annual Conference to review income/expenses
- In the fall for a final review of the year

DEADLINES: (LOGIN INSTRUCTIONS FOR BOTH OF THESE ITEMS ARE IN THE FINANCE GOOGLE DRIVE FOLDER)

- 990 form is due annually by May 15th
- Business Entity Report is due bi-annually (on the even years) in September

OUTCOMES/WORK PRODUCTS

- Annual budget, adjusted when expense lines exceed 125%

Instructions for Continued Tax Exemption

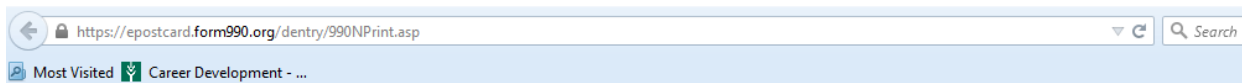
Federal

- Our Federal Exempt Identification Number (FEIN) is 80-0265909. The organization, by April 15th annually, must file the IRS 990-N e-postcard. The 990-N is allowable for as long as the organization

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

stays under \$50,000 of annual income. Once above this amount, form 990 (the long form) must be filled out, and will likely need the assistance of a CPA.

- Info about the 990 e-filing can be found: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- The e-postcard only requires a few items. Check the box in area B indicating revenues are under \$50,000. Then update the organization address (should be treasurer's) and the current president as principal officer. See below for a previous e-postcard.



Information copy. Do not send to IRS.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

A For the 2013 calendar year, or tax year beginning **12/1/2013**, and ending **11/30/2014**.

B Check if applicable

- Terminated, Out of Business
 Gross receipts are normally \$50,000 or less

C Name of organization: **INDIANA MID-AMERICA ASSOC OF EDUC OPPORTUNITY PROGRAM PERSONNEL**
d/b/a: **Indiana TRIO**

2101 E Coliseum Blvd
Fort Wayne, IN, US, 46805-1445

E Website: www.indianatrio.org

F Name of Principal Officer: **Yecenia Tostado**

815 W Michigan St
Indianapolis, IN, US, 46202

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the inf

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Boo their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file y

This Form 990-N (e-Postcard) was accepted by the IRS on 5/12/2015.

- State of Indiana tax exemption is secured by filing an annual Business Entity Report through the Indiana Secretary of State's office by September 30. Our legal name is "INDIANA TRIO INC." and the website is https://secure.in.gov/sos/bus_service/online_corps/corp_report/default.asp.
- A copy of our most recent report is in the finance committee folder, and need annual updating of officers and registered agent (treasurer for consistency).

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

CONSIDERATIONS

This role stays in regular contact with the Treasurer and President in regards to larger expenses. This position is an important check and balance to the executive committee positions.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Nominations & Elections

SUMMARY OF RESPONSIBILITIES

The Nominations and Election committee is responsible for the development and implementation of a process for the selection of candidates for officers of the Chapter in accordance with the guidelines set down in **Article 5, section 5.4** of this Constitution and Bylaws. The committee is further charged with conducting the election of Chapter officers as stipulated in this Constitution.

The Nominations and Election committee shall be chaired by the Immediate Past-President and shall be composed of President-Elect and one other Active Professional members appointed by the President, subject to the confirmation by the Board of Directors. No member of the Nominations and Election Committee may serve for two consecutive years, nor may any member become a candidate for any office while a member of the committee.

EXPLANATION OF TASKS

- Establish a timeline for the general election and any special elections
- Solicit nominations from the membership
- Verify accept/decline status of each nomination
- Collect nominee materials should there be competitive elections
- Host an electronic election
- Verify results and inform the President of results

TIMELINE

For the general election to be completed in time for a late-may annual conference:

- By the March board call: Seek approval of timeline from the Board
- Mid-late March: Solicit nominations (10-14 days)
- Early April: Confirm nominations (7-10 days)
- Mid-April: Have nominees complete materials as needed (7 days)
- By April Board meeting: Have election slate ready for board approval
- After April Board meeting: Conduct election (10-14 days)

OUTCOMES/WORK PRODUCTS

Successfully completed election process

CONSIDERATIONS

Watch for academic semesters and breaks when conducting the election process. Spring Break and/or the end of the semester can be a wrench in the process when not considered.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Nominations & Elections

[Supplement]

INDIANA TRIO NOMINEE QUESTIONNAIRE

Candidate:

Institution:

Office Sought: Secretary

1. What specific experiences have you had which prepared you for the office you seek?

2. How have you been involved with Indiana TRIO? On which committees have you served and/or chaired?

3. Do you have the flexibility and support (time out of the office and financing) to travel to Indiana TRIO Board meetings and events?

4. Do you have any immediate plans to leave your present position or institution?

5. What do you hope to accomplish if elected to serve as an officer to the Indiana TRIO Board?

Please limit responses to 300 words.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Nominations & Elections

[Supplement]

Sample email [adapt annually]:

Indiana TRIO is seeking nominations for the 2016 executive board positions of President-Elect, Secretary, and Treasurer. Any active Indiana TRIO member may serve as President-Elect or Secretary, and any may nominate another active member to do the same. Nominees will be informed of their nomination after the call for nominations concludes on **Monday, April 6, 2015**. Please submit all nominations at <https://www.surveymonkey.com/s/HBBHRRY>.

All terms will begin at the EOA 2015 conference. Secretary and treasurer terms are each one year. The President-Elect is a two-year commitment, with the position ascending to the presidency after serving one year as President-Elect. From the Indiana TRIO constitution:

“The President-Elect shall perform the duties of the President in the absence of incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as chairperson of the Membership and Credentials Committee and shall be a member of the Finance Committee of the Indiana Chapter. The President-Elect shall serve on the Association’s Board of Directors as a Chapter representative.” (Article 5, Section 2.2)

“The secretary shall perform the duties customary to the office and such additional duties as may be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all Board of Directors’ meetings as well as of the Annual Meeting of the Delegate Assembly and shall submit such minutes in written form for approval by the Board. The Secretary shall be responsible for maintaining all records, documents, reports, correspondence, and related written information pertaining to Chapter business during the current administration and for submitting them at the conclusion of the term of office to the Chapter Archives as established by the Board of Directors.” (Article 5, Section 2.5)

“The Treasurer shall represent the Chapter in assuring the receipt and expenditures of funds in accordance with the directives established by the Board of Directors and shall be under such bond as may be determined by the Board of Directors. The Treasurer shall perform duties customary to the office and such additional duties as may be determined by the Board of Directors. The Treasurer shall arrange for an annual audit of the Chapter’s finances in time to allow for a printed report to the annual meeting of the Delegate Assembly of the Chapter. The Treasurer shall serve on the Finance Committee of the Indiana Chapter. The Treasurer shall serve as a member of the Membership and Credentials Committee having responsibility for the processing of all membership applications. The Treasurer shall be an agent of the Indiana Chapter responsible for credentialing members.”(Article 5, Section 2.4)

Again, the nominations link is <https://www.surveymonkey.com/s/HBBHRRY> and has a **Monday, April 6, 2015** deadline. Please direct any questions you may have to Nominations and Elections Chair Mike Slocum at mslocum1@ivytech.edu or to President Yecenia Tostado at ytostado@iupui.edu.

Thank you in advance for nominating yourself or other members to these leadership positions!

Indiana TRIO Board of Directors

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Nominations & Elections

[Supplement]

Sample notification email:

Congratulations, [nominee's name]!

You have been nominated by the membership of Indiana TRIO to represent the organization as its President-Elect, Treasurer, and Secretary. The Secretary and Treasurer nominations are for a term beginning at the EOA 2015 annual conference, and will last through the chapter meeting during the EOA 2016 conference. The President-Elect nomination is for a two-year term beginning at the same time and lasting through the EOA 2017 conference. As outlined in the Indiana TRIO constitution:

"The President-Elect shall perform the duties of the President in the absence of incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as chairperson of the Membership and Credentials Committee and shall be a member of the Finance Committee of the Indiana Chapter. The President-Elect shall serve on the Association's Board of Directors as a Chapter representative." (Article 5, Section 2.2)

"The secretary shall perform the duties customary to the office and such additional duties as may be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all Board of Directors' meetings as well as of the Annual Meeting of the Delegate Assembly and shall submit such minutes in written form for approval by the Board. The Secretary shall be responsible for maintaining all records, documents, reports, correspondence, and related written information pertaining to Chapter business during the current administration and for submitting them at the conclusion of the term of office to the Chapter Archives as established by the Board of Directors." (Article 5, Section 2.5)

"The Treasurer shall represent the Chapter in assuring the receipt and expenditures of funds in accordance with the directives established by the Board of Directors and shall be under such bond as may be determined by the Board of Directors. The Treasurer shall perform duties customary to the office and such additional duties as may be determined by the Board of Directors. The Treasurer shall arrange for an annual audit of the Chapter's finances in time to allow for a printed report to the annual meeting of the Delegate Assembly of the Chapter. The Treasurer shall serve on the Finance Committee of the Indiana Chapter. The Treasurer shall serve as a member of the Membership and Credentials Committee having responsibility for the processing of all membership applications. The Treasurer shall be an agent of the Indiana Chapter responsible for credentialing members."(Article 5, Section 2.4)

If you are interested, please seek support of your direct supervisor, as time and effort away from your current position for board meetings is required. If you have specific questions about the position related to Board of Directors service, please contact President Yecenia Tostado at ytostado@iupui.edu. Please notify Nominations and Elections Chair Mike Slocum of your interest (yes or no) by replying to this email or emailing mslocum1@ivytech.edu. Nominations must be accepted by the end of business on **Wednesday, April 15** or they will be considered declined. I will follow up next week with individuals who have not yet responded.

Again, I congratulate you on being nominated by your peers for these positions.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Technology

SUMMARY OF RESPONSIBILITIES

(This committee is not in constitution, but will probably be an ongoing committee.)

EXPLANATION OF TASKS

- Keep website updated and current
- Update social media pages and post relevant content, including, but not limited to, Facebook, Twitter, and Instagram
- Create/maintain general standards for social media use
- Manage other technology as needed (shared drive, Eventbrite, etc.)

TIMELINE

- November (and ongoing pending any changes): Update website with new board information
- Website and social media updates are ongoing but generally heavier during the lead up to conferences and other events
- Create a social media plan and advertisement for Indiana TRIO newsletters (quarterly), Indiana TRIO and EOA scholarships (winter), COE Policy Seminar and Indiana TRIO Factbook (late winter), professional awards (spring), annual professional conference (late spring), regional alumni event (summer), student leadership conference (fall), and First Generation Celebrations (fall)
- Create a social media plan and advertisement for other COE and EOA activities and any professional development trainings or other content relevant to the membership

OUTCOMES/WORK PRODUCTS

- Website
- Social media accounts (Facebook, Twitter, Instagram, etc.)
- Other technology (Eventbrite, Shutterfly, etc.)

CONSIDERATIONS

- Submit annual website cost to President to include in budget; produce paid social media boosts and ad buys when part of President's budget
- Utilize social media especially during Indiana TRIO/EOA/COE events to increase engagement; posts that are most popular are ones that occur during conferences and during events listed above
- Work with conference committees to upload information to the website in a timely fashion
- Update program information on website as yearly grant awards notifications renew and grant competitions are held; update various Indiana TRIO program's social media accounts list whenever possible

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

- The current website is hosted on DNN. The connection to DNN is through Nathan Byrers. He has traditionally waived the hosting fee, but the Technology Committee Chair should stay in touch with him on at least an annual basis.
 - o Nathan Byrer – Director, Technology Services, University College, IUPUI – nsbyrer@iupui.edu, 317-274-5609, UC B04D
- GoDaddy is the host of the domain for the organization and does have an annual fee of approximately \$50.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Annual Conference

SUMMARY OF RESPONSIBILITIES

This committee shall consist of two subcommittees: The Program Development Subcommittee and the Registration and On-Site Arrangements Subcommittee. The Annual Conference subcommittee chairs shall also be members of the Professional Development Committee. The President-Elect is to be a member of the Annual Conference Committee. The Program Development Subcommittee is responsible for the development of the conference theme; determination of all conference sessions; selection of speakers and presenters; and all other matters normally associated with conference programs. The Registration and On-Site Arrangements Subcommittee is responsible for conference advertising and publicity, registration, menu, entertainment, and other non-programmatic but related services pertinent to the arrangements for the conference.

EXPLANATION OF TASKS

- Find and confirm conference and hotel sites
- Present any contracts to finance committee before anything is signed
- Submit budget to President and Finance committee to be included in initial budget presentation that board approves during transitional meeting
- Organize conference committee and divide committee into subcommittees or divide tasks
- Organize on-site board meeting prior to conference

TIMELINE

(Assuming conference is in April/May)

- Conference site should be confirmed as early as possible (at least 6 months or more ahead of time)
- Tentative Budget-Early February
- Draft Overview of Conference- Early March
- Send Call for Proposals (working with Professional Development Chair)-Early March
- Make Eventbrite Live-Mid-March
- Select Proposals and Inform presenters-early April

OUTCOMES/WORK PRODUCTS

- Successful/meaningful conference for state professionals

CONSIDERATIONS

- Previous conference evaluations should be reviewed to consider any likes/dislikes from previous attendees
- Communication/Advertisement of conference should be frequent

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

- Holding conference on a campus can be cheaper than holding it at a hotel
- Involving others as early as possible in committee will lighten the load tremendously
- Check with president about revenue expectations before creating budget

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Planning & Development

SUMMARY OF RESPONSIBILITIES

This committee is charged with developing fund raising and other plans which address the purposes and objectives of the Chapter and the Association as designed by the Chapter Board of Directors. The Immediate Past-President shall serve as a member of this committee.

EXPLANATION OF TASKS

- Committee Chair: Responsible for asking prospective committee members to serve, identifying grant opportunities, communicating with the Finance Committee Chair, creating a solicitation/sponsorship packet, identifying prospective sponsors for the Student Leadership Conference and Annual Professional Conference, soliciting advertisements for the Annual Professional Conference booklet
- Immediate Past-President: Locate past Indiana TRIO information (i.e. solicitation letters, conference booklets) and forward to the Chair, communicate any pre-existing sponsor/advertiser relationships which could possibly lead to future business
- Other Members: Perform duties as needed

TIMELINE

- November: Locate previous sponsorship/solicitation information
 - Begin to identify grants that Indiana TRIO can apply for
- December: Communicate with the Student Leadership Conference Committee
 - Create the solicitation/sponsorship packet (send to President for approval)
 - Identify companies to solicit for the Student Leadership Conference
- January: Solicit for Student Leadership Conference sponsors and advertisements
 - Present grants to the Finance Committee
 - Discuss grant topics with the Board
- February: Communicate with the Annual Conference Committee
 - Begin grant-writing process
 - Identify companies to solicit for Annual Conference
- March: Solicit for Annual Conference sponsors and advertisements

OUTCOMES/WORK PRODUCTS

- Identify grants that Indiana TRIO can apply for and present to the Finance Committee
- Identify companies Indiana TRIO can solicit as sponsors for the Annual Professional Conference or Student Leadership Conference
- Create a solicitation request packet
- Solicit for advertisements for the Annual Professional Conference booklet

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Awards & Recognition

SUMMARY OF RESPONSIBILITIES

The Awards and Recognition Committee shall have the responsibility of promoting the achievements of TRIO students within the Chapter's borders through the annual selection of the recipient of the Bertha Jones award for TRIO participants. It shall also have the obligation of seeking recognition for the meritorious service of a TRIO program professional through the selection of a recipient for the LaVerta L. Terry award for service. The committee shall further be charged with promoting the Chapter's awareness of the qualifications for these awards and of the history of recipients.

EXPLANATION OF TASKS

- Recruit committee members to serve for the fiscal year
- Update the applications with dates, contact information, and other necessary edits
- Advertise the nominations via membership email correspondence and in-person dialogue
- Score nominations as a committee and select a winner for each award
- Notify the recipient of each award and encourage him/her to receive the recognition in person at the annual Indiana TRIO professional conference

TIMELINE

- November – January: Recruit committee members
 - Minimum of 3 total members (including the Chair)
- February – April: Establish meeting schedule with committee
 - Set at least three formal conference calls. The first acts as a transitional meeting for all members and a work timeline is established. The second serves as a progress check to previously assigned next steps. The third is a review of all nominations and individuals scores. Recipients are declared.
- May: Notify recipients.
 - Announce the results to the Board and notify individual recipients. Submit a Request for Payment form to the President to order the awards. Organize all documents (nominations, scoring rubrics, invoice, etc) and share with the Secretary to record.

OUTCOMES/WORK PRODUCTS

- Receive strong nominations for the Bertha M. Jones Memorial Award, the LaVerta L. Terry Outstanding Service Award, and the Rozelle Boyd Outstanding Achievement Award in order to select notable recipients.

CONSIDERATIONS

- Recruit committee members ACTIVE in the membership who can efficiently and enthusiastically advertise the awards and encourage colleagues to submit nominations.
- The timeline listed above is applicable to a May professional conference. If the professional conference date changes, the timeline will have to be altered accordingly.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Educational Concerns

SUMMARY OF RESPONSIBILITIES

This committee shall address issues and concerns at the secondary and post-secondary levels as they pertain to the programs, students, and personnel represented by this Chapter. The committee shall assume an affirmative action role of fostering cooperation between the secondary and post-secondary educational communities by recommending appropriate actions, program, and areas of concern to the Board of Directors.

EXPLANATION OF TASKS

- Committee creates affiliations with Indiana organizations and/or school systems across the state to foster information sharing and improved coordination of student transfers
- Committee provides recommendations to the Board regarding partnerships with schools/school systems with similar objectives to Indiana TRIO
- Committee informs Board of policies affecting students at the secondary and post-secondary levels

TIMELINE

- February/March: Create tentative list of potential programs, organizations, etc to contact during year (this is ongoing, but outside organizations that are potential spring conference presenters should be identified around this time)
- March/April: Contact organizations (ones that are potential presenters at conference should be contacted this early; others can be on a looser timeline)

OUTCOMES/WORK PRODUCTS

- Developing/updating list of organizations that state could form relationships with

CONSIDERATIONS

- It is a good idea to collaborate with the Special Concerns and Affiliations committee
- List of previous organizations or programs that Indiana TRIO has collaborated with in some capacity should be maintained and shared from year to year so that the chapter is able to build on previous relationships

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

Student Leadership Conference

SUMMARY OF RESPONSIBILITIES

The committee shall provide either an annual conference to promote the growth and development of TRIO participants who reside in, or attend institutions within, the Chapter's borders through and annual gathering for leadership activities or else it shall promote Chapter student participation in the Association's annual Student Leadership Conference.

EXPLANATION OF TASKS

- Recruit 3-4 committee members
- Create and distribute registration form to programs
- Secure the following:
 - Keynote speaker(s)
 - Breakout Session presenters
 - Food options (what will the conference provide and what will the program expense)
 - Date of Conference
 - Items for the conference
- Confirm the following:
 - Theme of the conference
 - Budgetary goals for conference
 - Cost per participants
 - Location for conference
 - Length of conference

TIMELINE

- November
 - Select committee members
 - Select Date for the Conference
 - Determine budgetary goal
 - Determine cost per participant
 - Determine goal of conference attendees
 - Determine theme of conference
- December
 - Determine conference location and hotel
 - Distribute the "Save the Date" flyer to programs
 - Begin structuring the conference
 - Research keynote speaker(s) and breakout sessions presenters
 - Committee discuss the items to give to students for the conference

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

- January
 - Secure the speaker(s) and presenters for conference
 - Secure hotel and host site for conference
 - Discuss contractual obligations with hotel and host site (if not the same)
 - Distribute the “Save the Date” flyer to programs
 - Select institutions to solicit items
 - Items needed:
 - Bags
 - Note pads
 - Pens
 - Folders
 - Discuss with the Indiana TRIO Treasurer regarding conference payments
 - Open conference registrations
- February – March
 - Contact all speakers and presenters for confirmation
 - Secure food options for conference
 - Make sure hotel and conference host site are all reversed
 - If needed, continue to ask for the items for the conference
 - Items needed:
 - Bags
 - Note pads
 - Pens
 - Folders
 - Walk through conference host site
 - Continue collecting registrations
 - Contact Indiana TRIO Treasurer for a “conference count”
 - Create agenda for conference
 - Send instructions for hotel check-in and parking to all registrar programs
 - Contact programs

OUTCOMES/WORK PRODUCTS

This conference is designed to empower, encourage and enlighten all program attendees. Students will learn effective ways to enhance their personal leadership capabilities. The conference will give students and staff an opportunity to connect with each other to build a stronger TRIO community. The conference goal is that students will feel more inspired to strive for personal and academic success within their abilities.

CONSIDERATIONS

-Try to avoid planning the conference the first weekend of October due to ACT/SAT testing and Preparation for pre-college students. Not sure if Notre Dame has their conference this upcoming year but we would love

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

to continue to have SLC at universities so please consider partnering with University of Notre Dame for next year's conference to see if it is possible. Please consider using an online payment system for registration. It will make the logistics process much easier. Consider seeking out Jonathan Parks, Director of GEAR UP at Wayne State University in Michigan as the Keynote for conference. Lastly, please keep the college track for next year's conference.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

TRIO Desk & TRIO Alumni

SUMMARY OF RESPONSIBILITIES

The charge of this Committee shall be to promote the participation of Chapter students in the Association's internship program call the TRIO Desk Director. It shall also promote participation of TRIO Alumni in the Alumni Chapter and in activities of the Association. The Committee will be responsible for fund raising all years and with the nomination and selection of a TRIO Desk Director in the year preceding the Chapter's direct sponsorship and naming of the TRIO Desk Director.

EXPLANATION OF TASKS

- Solicit nominations for recognition of TRIO Achievers at the state, regional, and national levels to be recognized during respective annual conferences;
- Coordinate with the EOA Annual Conference chair to plan and host a TRIO Alumni reception;
- Encourage membership to submit alumni success stories for various publications;
- Encourage alumni to join the state, regional, and National Alumni databases;
- Involve and mobilize TRIO alumni to advance advocacy at state, regional, and national levels;
- To encourage alumni to contribute to the EOA Foundation; and
- Coordinate with the EOA Technology Chair and COE in order to maintain alumni data bases.

TIMELINE

- Quarterly submissions for newsletters (based off of Editorial and Publications calendar)
- Solicitation of TRIO Achiever nominations [April (state), July (National), and September(regional)]
- Solicit submissions (all year) for yearly Indiana TRIO Factbook and website.

OUTCOMES/WORK PRODUCTS

- Solicit alumni stories for quarterly publication, Factbook, website, and social media.
- Encourage alumni advocacy
- Develop statewide alumni data base,
- Encourage participation in regional and national alumni networks

CONSIDERATIONS

- Must work closely with the Editorial and Publications Chair to provide alumni success stories, as well as the Technology Chair to update the website with gathered information.
- Collaborate with The TRIO Alumni Chair at the regional level to develop and maintain alumni data bases.
- Work with Special Concerns and Affiliations at the regional and national level to sponsor and host alumni events.

INDIANA TRIO EXECUTIVE BOARD & COMMITTEES

COE Fair Share

SUMMARY OF RESPONSIBILITIES

As an AD HOC Committee, this committee will operate within the purposes and objectives of the Chapter, shall be specifically charged, and shall be automatically dismissed upon completion of their task. Due to the ongoing purpose and benefit of COE Fair Share, this committee will likely continue to serve actively.

EXPLANATION OF TASKS

The charge of this Committee shall be to:

- Attend COE Fair Share conference meetings
- Keep EOA President abreast of Fair Share status in the state of Indiana.
- Implement COE's campaign strategies across the Chapter to meet and/or exceed 100% of the State's Fair Share goal.
- Update the board on COE current events as shared by COE Fair Share leadership

TIMELINE

- Share with Fair Share representative at COE the Chair's name and contact information

ONGOING

- Attend all COE Fair Share calls for the EOA region
- Update the President and Board on Fair Share goal statuses
- Organize and execute any recommended campaigns by COE
- Assist Indiana members with accessing their invoices
- Increase the number of individual Indiana TRIO donors to COE
- Encourage NEW memberships to COE
- Secure RENEWALS by current members to COE

OUTCOMES/WORK PRODUCTS

Meet and/or exceed 100% of the State's Fair Share goal

CONSIDERATIONS

A "working" folder (whether electronic or tangible) to be kept for future transitioning committee chairs that would contain any and all documents affiliated with this committee. Some examples of items in this "working folder" would be detailed timelines, minutes, recent works or edits, past EOA LCCI guiding documents, points-of-contact information, etc.