



Fun Committee



QUESTIONS?

AMBUCSTM Resource Center

336-852-0052 fax 336-852-6830 email ambucs@ambucs.org www.ambucs.org

PO Box 5127 High Point NC 27262

Committees

Functioning committees are essential to the health of the chapter. Refer to the committee descriptions in this section to see what is expected of each one. It is recommended that the average chapter with a membership of thirty or less utilize these four basic committees:

Fun
Service
Friendship
Information

If a chapter has more members they can add committees as needed. Remember, it is important to customize the committees to the chapter. Leaders should make the chapter structure work for the chapter by creating the committees or task forces needed to accomplish the chapter goals.

Fun Committee- The Fun committee ensures that your chapter does what AMBUCS™ does best- HAVE FUN! This group works to find new and creative ways to make chapter meetings light and entertaining. They organize, promote and conduct quarterly chapter socials. They work to ensure all new members are included in the fun and feel welcomed at each meeting. Your chapter's Big Hat Club is a vital part of this committee. After all, three of the five purposes of the Big Hat Club are to have fun! *(Possible subcommittees: Attendance and Reception, Social, Sergeant-at-Arms, Big Hat)*

Service Committee. This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in AmBility, through the AmTryke project, and AMBUCS™ Scholars-the scholarships for therapists program. This committee is responsible for the financial well

being of the chapter, and also recommends fund raising projects to the chapter for approval. *(Possible sub-committees: Community service, Fund raising & finance, AmBility™ or AmTryke®, and AMBUCS™ Scholars-scholarships for therapists.)*

Friendship Committee. This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members. *(Possible sub-committees: Membership recruitment, Orientation, and Retention).*

Information Committee. This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-chapter activities. *Possible sub-committees: Program, Public relations, Conference & Inter-chapter)*

Fun Committee

Composition: 6-8 members

Meets monthly

PURPOSE

The Fun Committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee. After all, three of the five purposes of Big Hatters are to have fun!

REQUIRED ACTIVITIES

Provide fun, attendance builder activities at every chapter function.

Hold a chapter social at least once each quarter of the chapter year.

Make sure your chapter enters all possible Achievement Awards (see the separate Awards Guideline).

Set up the room before each chapter meeting, including chapter banners, name badges, literature, etc.

Contact chapter members who miss meetings.

Call, visit, send cards to members who are sick, or have family problems.

Hold special Big Hat Club meetings and events.

Promote Big Hat membership and fun.

Possible Sub-Committees

Attendance and Reception
Social
Sergeant-at-arms
Big Hat

Attendance & Reception

Committee

The primary responsibility of the Attendance and Reception Committee is to:

- Get the members to the meetings
- Make the members feel welcome when they arrive.
- Help create a fun, relaxed environment.

The Attendance Committee is made for people who like a challenge, who have ideas, who are imaginative, who like to help people laugh and keep them wondering what's coming next. If the Attendance and Reception Committee members will approach the job with this attitude, everyone will have fun.

Social Committee

The Social Committee should promote interesting socials for the members and their spouses as well as family and members only events. It is recommended that the Social Committee plan at least one social for members and spouses each quarter.

Sergeant-at-arms Committee

This committee oversees all house, sick, and visitation responsibilities. The Sergeant-at-Arms should be the chairperson of this committee.

Big Hat Committee

Getting three new members in twelve months qualifies you for membership in the Big Hat Club.

There are members who take, and there are those who give. Big Hatters give more life to their chapter by finding suitable members. While this is not especially difficult, it indicates that each Big Hatter carries a little more interest and has put a little more effort into maintaining their chapter's growth.

Big Hatters are a special breed, an **exclusive group**. They are known by the Big Hats they wear.

Activate a Big Hat Club in your chapter. Elect officers. Get going with a program of special entertainment for Big Hatters only. Keep it exclusive so that all members in your chapter will want to join.

The National Big Hat Club recommends to chapter Big Hat Clubs that each assume the responsibility of the Welcoming Committee.

Sergeant-at-Arms Committee

This committee oversees all house, sick, and visitation responsibilities. The Sergeant-at-Arms should be the chairperson of this committee. The responsibilities of the committee include:

1. Keeping order at the meetings.
2. Levying and collecting fines.

Set up registration area outside meeting room if possible.

Set up meeting room.

For Committee Chairperson

INTRODUCTION

For committee chairperson

As the committee's leader you have a dual responsibility:

To the chapter...your responsibility is to plan and execute a year's program of operation for your committee's function.

To the committee member...your responsibility is to include him or her in the planning and execution of the committee's function.

Keep in mind:

- All members are volunteers.
- Volunteers will willingly do that which they like and want to do, if they have participated in the planning.
- Members serve on a committee of their choice.
- A chapter is run by its committees.

If as chairperson you come to the meeting with YOUR program set, the planning done, and ready to tell everyone what they are to do, you WILL have problems. People don't like others doing their thinking for them.

If instead, you come to the meeting with a few ideas and ask for their comments and suggestions, the committee members will lock into a common effort they have helped plan.

Setting up your meetings

- Call the meeting at a time and place convenient for the members with advance notice. Notify the president.
- Call and remind the members the day before the meeting.
- Have an agenda with supporting materials.
- Lead the discussion; ask questions; listen; encourage participation from everyone.
- Summarize the discussion.
- At the end of the meeting prepare a *Report of Committee Chairman Form 1144* and give it to the secretary and president at the next chapter board meeting. Be sure to include hours expended since the last

report. This will help your president be more accurate when the charitable giving form needs to be completed.

- Continue to meet regularly.

First meeting's agenda

Your first meeting will set the tone for the rest of the year. At this time:

- Review what the committee is about.
- Committee members review the past year's functions and make a restatement of its responsibilities. You'll need to put this on your *Committee Information Sheet*.
- The committee makes plans and sets dates for the year.
- Decide when and how often the committee needs to meet.
- The committee considers its budget needs and has this ready for the first board meeting.
- Prepare a *Report of Committee Chairman Form 1144*, and give it to the secretary and president at the next board meeting.

Committee members' participation

The habit of attending and participating in committee meetings needs to be encouraged by the committee chairperson. Regular participation in committee meetings will keep the member active in other chapter functions. Non-attendance at committee meetings may cause loss of interest in other chapter functions and the member may drop out. National reports show that 90% of dropped members were in a chapter less than three years, with the peak occurring at eighteen months. Many of these members were never assigned to or attended committees; they never felt a part of the chapter. You are vital in keeping members active and interested. Call them; bring them to the meeting; let them know they and their input are important.

Sometimes a committee member doesn't follow up on a task that the individual accepted. Remind the member in a kind, diplomatic way that when a job is not done, all in the chapter are affected. The committee is only as effective as its members.

Committees are the backbone of your chapter. A successful committee year, due to your efforts, can insure a successful chapter year.

6 Committee Chairperson

