**IFMA Houston Committees**

**Associates Committee**

**The Associates Committee will provide support, guidance and expertise as industry partners to the facility managers of Houston, and to provide guidance to vendors in adhering to professional marketing and selling guidelines.**

***Goal:*** To provide support and guidance to vendors in adhering to professional marketing and selling guidelines. The Associates Committee will be the liaison between the Associate members and the board in order to provide value to the Associate members.

***Responsibilities:***

* Contact Associate members and solicit feedback on meetings and events.
* Hold an annual meeting in order to discuss the marketing guidelines and to obtain specific suggestions to communicate back to the board.
* Provide pertinent content for monthly newsletter.

***Budget:*** Breakfast or lunch – one time a year.

**Golf Committee**

**The Golf Committee schedules the annual golf tournament and coordinates all aspects of the event.**

***Goal:*** Schedule and coordinate the annual golf tournament for members and guests. The tournament provides a wonderful opportunity to network and support fundraising efforts for scholarships for Facilities students.

***Responsibilities:***

* Select golf course and plan every aspect of the tournament including entry fee.
* Tournament is held in April and course should be selected no later than October of the previous year.
* Put together a committee to assist.
* Work with sponsorship chair to set sponsorship levels and to get sponsors.
* Coordinate with AMC to advertise, pay invoices and maintain budget tracking.
* Provide pertinent content for monthly newsletter.
* Prepare a lessons learned document after the tournament.

***Budget:*** Base the budget on the previous year’s income. Goal is to provide at least (2) $3,000 scholarships out of the golf proceeds.

**The IFMA Cares Committee organizes volunteer activities and donation drives in which the committee and general members can participate throughout the year.**

**IFMA Cares Committee**

***Goal:*** Demonstrate social responsibility by giving back to the community through projects and drives for various nonprofit organizations. The IFMA Cares Committee organizes philanthropic activities in which IFMA members can participate throughout the year.

***Responsibilities:***

* Select organizations to partner with for in-person events and drives.
* Hold at least (2) in-person events a year and (2) donation drives.
* Provide pertinent content for monthly newsletter.

***Budget:*** Food and water for the in-person events. Provide IFMA Cares T-shirts to volunteers.

**Membership Committee**

**The Membership Committee will serve as ambassadors for the Houston Chapter to increase and maintain membership.**

***Goal:*** Grow and retain membership for the chapter. The membership committee will also serve as ambassadors for the Houston Chapter to ensure a positive experience for all guests as well as current members at all chapter functions.

***Responsibilities:***

* Get a list of guests prior to each event or lunch and assign a “buddy” to meet with the guest and provide information on IFMA to encourage membership.
* Report on membership totals at each board meeting.
* Reach out to all guests after a meeting or event to see if they have any questions about joining.
* Reach out to all members who let their membership expire.
* Put together creative ways to increase membership. Ideas would include the IFMA journal, an IFMA shirt, happy hour, etc.
* Provide pertinent content for monthly newsletter – announcement of new members, special events for potential and new members.
* Provide data to board on membership totals and comparison to other years.

***Budget:*** Gift for new members. Annual new member appreciation event (lunch or happy hour). Event for members to bring a potential new member (happy hour).

**Professional Development Committee**

**The Professional Development Committee provides ongoing programs designed to continue professional development of the members including seminars, tours and study sessions.**

***Goal:*** Provide regular and ongoing programs designed to continue professional development of its members’ through quarterly seminars, tours, study sessions and other educational opportunities.

***Responsibilities:***

* Tours: Schedule (2) tours (or more) a year. Find a building or space to tour, set a date and get approval from board. Coordinate with AMC to order food and beverages.
* Study Groups: Schedule 4 study sessions per year.
* Provide pertinent content for monthly newsletter.

***Budget:*** Cost of study materials and any deficit from tours.

**Programs Committee**

**The Programs Committee is responsible for planning the monthly chapter programs focused on current events, new practices and interesting ideas for facilities professionals and associate members.**

***Goal:*** Address the educational needs of our professional members through monthly presentations.

***Responsibilities:***

* Provide interesting topics and speakers for the 9 monthly meetings each year.
* Coordinate with the speaker and make sure all AV needs are met.
* Program committee chair to kick off the meeting and introduce the speaker.
* Provide pertinent content for monthly newsletter for upcoming meetings and write summaries after each meeting.
* Prepare a lessons learned document after each program.
* Coordinate with AMC to advertise, pay invoices and maintain budget tracking.

***Budget***: Speaker fees. Not every speaker will have a fee but a budget will allow for some really good speakers throughout the year.

**Special Events Committee**

**The Special Events Committee is responsible for planning and coordinating all aspects of social gatherings such as the spring and fall social events and holiday party.**

***Goal:*** Plan, promote and execute Chapter social gatherings. Members of this committee are fun, energetic and able to provide new ideas for social themes and places.

***Responsibilities:***

* Coordinate 3 Social events per year as well as the Holiday Party.
	+ Fish Fry or Spring Event (March or April)
	+ Summer Social (June or July)
	+ Fall Event or World Workplace Kick Off (October)
	+ Holiday Party (December)
* Put together a schedule of all events July 31 (IFMA year-end) for the following year and submit to board for approval.
* Special Events Committee to find location, coordinate with AMC on contact and menu, set up for the event and help with clean up after the event.
* Put together estimated budget for each event and submit to board for approval. Budget to include decorations and other suggestions (silent disco, photographer or photo booth, party favors, decorations, etc.).
* Provide pertinent content for monthly newsletter for upcoming meetings and write summaries after each event.
* After each event, provide content (with pictures) to be posted on social media platforms.
* Prepare a lessons learned document after each event.
* Coordinate with AMC to advertise, pay invoices and maintain budget tracking.
* The Holiday Party includes a Silent Auction and the Special Event Committee is responsible for getting the donations. Solicitation of donations should start 6 months prior to the event.

***Budget:*** Calculate budget for each event and work with Sponsorship chair to help offset the costs with event sponsors. Estimated budget for each event is to be provided at the annual board meeting.

**The Sponsorship Committee is responsible for determining chapter and event sponsorship levels as well as contacting potential sponsors in order to obtain sponsorship funds.**

**Sponsorship Committee**

***Goal:*** Determine chapter and event sponsorship levels. Work with Associate members in order to obtain sponsors.

***Responsibilities:***

* Define the following year chapter sponsor levels by May so they can be communicated and openings filled by July 31 (end of calendar year).
* Work with Special Events and Golf Committee chair to set event sponsorship levels.
* Provide pertinent content for newsletter.

***Budget:*** Base the chapter sponsorship income on previous years with a stretch goal. The event sponsorships will be calculated in the event budget. Put money for the chapter sponsor banner each year.

**Sustainability Committee**

**The Sustainability Committee is responsible for investigating new and inventive ways for Facility Managers to provide energy, waste, water, etc. for the companies they work for.**

***Goal:*** Investigate new and inventive ways for Facility Managers to lower their energy, waste, water, etc.

***Responsibilities:***

* Provide informative content for newsletter.
* Work with Education Chair to schedule a tour of a facility that supports sustainability.
* Work with Programs Chair to engage a speaker that would present sustainability initiatives.

***Budget: Purchasing of research materials, deficit from tours.***

**Technology Committee**

**The Technology Committee is responsible for investigating innovative technology as it relates to the workplace and provide technology support to the chapter for meetings and events.**

***Goal:*** Keep up with the innovations of technology as it relates to the workplace and help integrate it into the IFMA Houston experience. Provide technology support to the chapter meetings and events.

***Responsibilities:***

* Work with Programs & Special Events Chairs on any technology support needs for meetings and special events.
* Investigate new technology to support the chapter (virtual meetings, webinars, etc.)

***Budget: Technology needed to record or stream meetings.***

**The Young Professionals Committee is dedicated to the advancement of Houston IFMA members under the age of 35. Their mission is to provide an avenue for growth through leadership development, educational support, and professional and social networking opportunities**.

**Young Professionals Committee**

***Goal:*** Represent younger demographic members and plan events and social that appeal to them to keep them engaged.

***Responsibilities:***

* Plan at least (1) event a year for Young Professionals.
* Work with Membership Chair to get names of Young Professionals and regularly reach out to them to encourage participation and membership.
* Work with Special Events Chair to find events that would appeal to Young Professionals.
* Provide pertinent content for monthly newsletter.

***Budget:*** Happy Hour or other gathering.

**Association Management Consultants - AMC**

IFMA Houston has a contract with AMC to handle the following for IFMA Houston:

* Newsletter
* Accounts receivable and payable
* Signing contracts for venues
* Ordering catering for meetings and events