



## Chapter Committee Roles

### Publicity Committee

The publicity committee is responsible for publicizing each chapter meeting and all other student chapter activities. Notices of meetings and special activities should be brought to the attention of the chapter members at least 2 weeks before the meeting. This may be done by preparing and displaying posters on the bulletin board, mailing meeting notices to chapter members and by reminding members by e-mail or telephone of forthcoming meetings and activities.

When submitting student chapter activity reports to [studentactivities@spe.org](mailto:studentactivities@spe.org), the publicity committee is responsible for promptly submitting information and clearly identifying all individuals in all photos and articles using the following guidelines:

- The persons pictured should be identified from the viewer's perspective of left to right beginning with the first row.
- Individuals should be identified using the complete first and last name with complete school/company affiliations and titles.
- A detailed description of the picture should be provided identifying the action, location, and date of the picture.
- Article copy submitted for publication should have the same detailed description of the subject involved.
- Student chapter special activities, not meetings, should be publicized.

### Nominating Committee

The nominating committee ensures that there is a transition of officers from one year to the next by process of election.

- After being appointed by the president, the committee sets a date for chapter officer elections to be held.
- After consulting with the faculty sponsor, the committee selects usually no more than two individuals to run for each chapter office. Any individual to be considered for office must be an SPE Student Member in good standing. Those nominated should be asked whether they accept or decline the nomination.
- When the full slate of officer candidates has been selected, a listing of candidates should be posted at least 2 weeks before the meeting at which elections will be held.
- After the officers have been elected, the nominating committee should ensure that the secretary sends a copy of the Officer Report Form to SPE. This form must be on file with SPE for chapter officers to have access to online membership rosters.

## Membership Committee

The membership committee is responsible for informing prospective members of the advantages of SPE membership, and it is responsible for organizing and executing programs to enlist new members.

- The membership committee actively engages in soliciting new student members. To do so, committee members must be familiar with requirements and benefits of student membership and the student membership application process.
- The membership committee informs the chapter membership of the names of students who are candidates for membership so that each chapter member may assist in their recruitment.
- The membership committee is responsible for inviting potential members to chapter functions, introducing them to other chapter members, and offering assistance in completing online membership applications.
- The membership committee organizes a membership drive program, generally presented at the first chapter meeting of the year. This drive may be highlighted by a chapter social event to which all prospective members are invited.