

Attachment 3

Florida Chapter of NAHMMA Responsibilities of the Executive Board Members

The Florida Chapter bylaws direct the Executive Board to manage the affairs of the Corporation. This appendix is intended to provide more details on the expectations of Board members.

General Responsibilities of Board Members

- Prepare for and participate in all Board meetings, including the meetings associated with the planning the annual workshop as well as teleconference meetings held periodically throughout the year. While participation in all meetings is expected, participation in 75% of the regularly scheduled meetings is considered an absolute minimum. Contact the President or other officer as early as possible to alert to an inability to participate in any meeting and provide an update on any outstanding items.
- Assist in arriving at timely, efficient decisions and in moving the agenda of the meeting forward; ask timely and substantive questions while supporting the majority decision; and maintain confidentiality of the Board's executive sessions.
- Understand the mission, bylaws, policies and financial condition of NAHMMA.
- Foster discussion of NAHMMA and its purpose with relevant industry people to encourage membership.
- Actively recruit new members to NAHMMA, promoting the benefits of membership in appropriate settings.
- Serve in leadership positions or undertake special assignments willingly when asked, while recognizing your own time limitations.
- Serve actively or Chair at least one standing committee of the organization.
- Assist in soliciting volunteers from the membership to assist on the committees.

Committee Descriptions

Planning Committee

The Planning Committee is responsible for the overall coordination of the workshop, specifically tying together the work of the other committees, the host county and the external vendors. The committee is comprised of the chairs of the Training Committee, Communications Committee, Awards Committee, Sponsorship Committee, the Executive Board members, and representatives from the host county, representatives from FDEP and other volunteers. In addition, the Committee sets the workshop dates, the location, coordinates the keynote speakers and registrant packages, coordinates the tours and transportation, as well as develops the agenda and registrant materials. Ensuring all communications are sent out timely, workshop announcements, calls for speakers, calls for moderators, reminders, etc., is another responsibility of this Committee.

Training Committee

The Training Committee is responsible for developing the sessions and training content for the annual workshop. Committee members share their ideas for appropriate topics, contact potential speakers and update the workshop agenda. The committee typically meets on a monthly basis, or more frequently as the workshop gets closer.

Membership Committee

NAHMMA is a membership-based organization; therefore, maintaining healthy membership levels is an important role to the Florida Chapter. The membership committee works together to track current members' contact information and skills database, ensure members are aware of membership expiration and renewal dates, share information about the free monthly webinar series, and solicit the "Member Get a Member" annual contest.

Building membership is also a vital role for this committee. Participating in the National NAHMMA Membership committee meetings provides networking opportunities for outreach to potential new members and the ability to take action with members on a national level.

Awards Committee

The Awards Committee is responsible for opening the nomination period and accepting nominations for awards that are presented at the annual Chapter workshops. Award categories include programs related to HHW and SQG programs, Pollution Prevention, Community Service and Long Standing Program Excellence. Nominations are also sought out for awards recognizing individual members for their contributions to the Florida Chapter. The committee reviews and presents the nominations to the Executive Committee who in turn vote on each of the award categories. The committee is also responsible for ordering the awards, notifying the winners of the awards prior to the workshop and officially announcing the award recipients in a presentation that takes place at the annual workshop. In addition, the committee oversees the voting of the Best Exhibitor Display during the workshop.

Sponsorship Committee

The Sponsorship Committee is responsible for securing sponsors for an upcoming workshop. Potential sponsors are from the private and non-private sectors. The committee maintains a list of previous and potential sponsors with company names, contact information. The list is updated throughout the year to ensure that names and contact information are kept up to date. The bulk of this committee's work is done months ahead of a workshop. Responsibilities include developing a sponsorship packet detailing the different levels of sponsorships and what each level secures for the sponsor. This may include, but is not limited to, placement of the company's booth in the exhibitor display at a workshop, displaying of the company's name and logo on the program and on the NAHMMA Florida Chapter website. The committee works closely with the Planning Committee to develop a list of a la carte menu of sponsorship opportunities that companies can host such as lunches, dinners, and various social events. The committee is also utilized to request members to keep in mind door prizes for the workshops.

Communications Committee

The Communications Committee is responsible for the Florida Chapter webpage, Facebook page, newsletter, conference agenda and all communications including emails to the chapter membership. The committee works with all other Chapter committees, executive and Chapter President to ensure current and relevant information is available and outreached to our membership. Responsibilities include communications with all required committee members, resourcing and obtaining all required documentation, photos, logos, agendas, articles, etc. for the various media which will be posted to chapter membership. Reviewing and verifying workshop presentations for workshop, to ensure proper compatibility and operation during presentation. Develop and display sponsorship thank you for workshop and web. Communications also sits on National Communications committee for coordination of information to National as well as staying up to date with National, regarding information to Chapter.