

**General Description:**

The Chapter Support Team is responsible for supporting optimal chapter performance, including chapter leadership and the mentoring program.

**Responsibilities:**

1. Enhance the mentoring program and streamline the process.
2. Finalize the Speaker's Bureau and establish an online version accessible to ALDE members and chapters.
3. Develop virtual chapters for the larger "geo-monster" chapters.
4. See Chapter sponsorship with outside agencies.

**Time Commitment:**

Team meets four times each year, via conference calls, for approximately one hour. Occasional additional time is required for creating and brainstorming ALDE programs. Articles for ALDEGrams and ALDE News may be submitted by Chapter Support Team members.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Curriculum Development Task Force is responsible for assessing and developing potentially new areas of curricular topic areas and audiences.

**Responsibilities:**

1. Review New Audience Survey for potential areas of needs.
2. Develop educational offerings that address those needs.
3. Use a variety of delivery systems, other than through Conference curriculum.
4. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed. Additional time is needed for developing materials and resources.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Entry Level Task Force is responsible for assessing needs of learners at this level (0 – 4 years experience) and addressing those needs with opportunities and multiple delivery systems by suggesting speakers for this level, evaluating delivery systems appropriate for this level, and applying the applicable Curriculum Guide section.

**Responsibilities:**

1. Review New Audience Survey for potential areas of needs.
2. Develop educational offerings that address those needs.
3. Use a variety of delivery systems, other than through Conference curriculum.
4. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed. Additional time is needed for developing materials and resources.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Mid Level Task Force is responsible for assessing needs of learners at this level (5 – 9 years of experience) and addressing those needs with opportunities and multiple delivery systems by suggesting speakers for this level, evaluating delivery systems appropriate for this level, and applying the applicable Curriculum Guide section.

**Responsibilities:**

1. Review New Audience Survey for potential areas of needs.
2. Develop educational offerings that address those needs.
3. Use a variety of delivery systems, other than through Conference curriculum.
4. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed. Additional time is needed for developing materials and resources.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Senior Level Task Force is responsible for assessing needs of learners at this level (10 + years of experience) and addressing those needs with opportunities and multiple delivery systems by suggesting speakers for this level, evaluating delivery systems appropriate for this level, and applying the applicable Curriculum Guide section.

**Responsibilities:**

1. Review New Audience Survey for potential areas of needs.
2. Develop educational offerings that address those needs.
3. Use a variety of delivery systems, other than through Conference curriculum.
4. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed. Additional time is needed for developing materials and resources.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Finance Committee is responsible for overseeing the investment and safekeeping of Association funds and making recommendations to the Board of Directors on matters pertaining to fiscal policies

**Responsibilities:**

1. Monitor funds received, including dues and grants; monitor their disbursement by regular review of monthly financial reports prepared by the Treasurer and ALDE staff.
2. Monitor designated reserve funds in accordance with Board-approved policies; recommend transfers of funds and investments to the Board.
3. Manage the assets of the Endowment Fund in accordance with the Board-approved policy.
4. Propose budget to Board of Directors annually.
5. Recommend procedure for conducting annual audit of financial records and review audit report8/.
6. Participate in quarterly conference calls.

**Time Commitment:**

Committee meets quarterly, via conference calls, as needed. Additional time is needed before each meeting to review financial reports and the investment report.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Leadership Development Team is responsible for identifying, equipping, informing, and recruiting members to serve within ALDE's leadership structure

**Responsibilities:**

1. Determine qualifications and skills needed for leadership positions within ALDE.
2. Identify leadership qualifications, skills, and interests of members.
3. Equip people for leadership positions.
4. Inform members of the opportunities for volunteer service.
5. Recruit potential leaders.
6. Enlist retired members.
7. Develop a team orientation template for use by teams.
8. Develop an ongoing process of identification.
9. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed. Additional time is needed for contacting people to seek their involvement.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Marketing Team is responsible for ALDE's brand awareness, public representation, and prospecting for new members.

**Responsibilities:**

1. Review current marketing pieces (ads, displays, brochures, and folders) and bring fresh, current ideas to ALDE.
2. Develop and periodically review the schedule for events, ads, and articles to increase ALDE awareness.
3. Personally contact three to five organizations in the defined target markets as assigned by ALDE staff. Report to ALDE staff the results of contacts so that appropriate follow-up can take place.
4. Be willing to represent ALDE at non-ALDE events, hosting roundtables, breakfasts, etc. The team leader and ALDE staff will review the budget, target markets, and member availability to determine event coverage.
5. Develop an e-strategy. Review the website quarterly. Facilitate better use of electronic marketing and communications for ALDE.
6. Participate in quarterly Team conference calls.

**Time Commitment:**

Team meets four times each year, via conference calls, for approximately one hour. Individual contacts with target market organizations are made monthly as assigned. Occasional time is required for creating and brainstorming ALDE brand materials.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The recruitment task force is responsible for recruiting new members for ALDE. Prospective names are generated currently from three sources: Ambassador Program, Marketing Team activities, and ALDE web site.

**Responsibilities:**

1. Promote the Ambassador Program, which is a referral system that provides the ALDE staff with the names people involved in the development and communication field. ALDE staff will share the details of ALDE membership with prospective members. For every new member referred, an Ambassador receives a \$50 certificate towards conference when the referral joins ALDE.
2. Develop and periodically review the year-round and multi-year contact system with prospective members.
3. Personally contact three to five prospective new members each month as assigned by ALDE staff. Report to ALDE staff the results of contacts.
4. Participate in Task Force conference calls as scheduled (monthly or bimonthly.)
5. Participate in semi-annual Membership Coordinator conference calls.

**Time Commitment:**

Task force meets six to nine times each year, via conference calls, for approximately one hour. Individual contacts with prospective members are made monthly as assigned. Occasional time is required for creating and brainstorming recruitment materials and processes.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Retention Task Force is responsible for retaining ALDE members. This task force oversees the new member introduction to ALDE and the renewal process.

**Responsibilities:**

1. Strengthen the retention rate of zero to four-year members.
2. Develop and periodically review a year-round and multi-year contact system with members, especially zero to four-year members.
3. Personally contact three to five non-renewals monthly as assigned by ALDE staff. Report to ALDE staff the results of contacts.
4. Participate in Task Force conference calls as scheduled monthly or bimonthly.
5. Participate in semi-annual Membership Coordinator conference calls.

**Time Commitment:**

Task force meets six to nine times each year, via conference calls, for approximately one hour. Individual contacts with non-renewals are made monthly as assigned. Occasional time is required for creating and brainstorming recruitment materials and processes.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Professionalism Team is responsible for serving as a resource for the advancement of the profession through certification, degree programs, legislation, ethics, and publications.

**Responsibilities:**

1. Promote professional certification among members.
2. Encourage high ethical standards among members and the organizations they represent.
3. Strengthen member awareness of and concern for legislative, regulatory, and judicial matters critical to the resource development profession.
4. Provide regular research pertaining to compensation and related issues.
5. Examine, strengthen, and promote the Early Career program.
6. Create a list of ALDE members who are graduates of various degree, certificate, and certification programs.
7. Encourage research for and publication of industry articles.
8. Participate in quarterly conference calls.

**Time Commitment:**

Team meets quarterly, via conference calls, as needed with additional calls scheduled as needed. Additional time is required to serve on a task force for projects designated by the Team.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Recognition Committee is responsible for establishing, promoting and implementing recognition programs.

**Responsibilities:**

1. Review "Call for Nominations" brochure.
2. Promote award nominations.
3. Review nominations for the Virgil Anderson Award, the Outstanding Executive Award, and the Spirit of Giving Award.
4. Award members who have demonstrated professionalism in resource development for ALDE's Virgil Anderson Award, Outstanding Executive, and Spirit of Giving Award.
5. Review submissions for Creativity Award at conference.
6. Award Creativity Award.
7. Participate in conference calls as needed.

**Time Commitment:**

Committee meets, via conference calls, as needed. Heavier time commitment is three months prior to the annual conference through conference time, when award recipients are being determined.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.

**General Description:**

The Resource Team is responsible for expanding revenue streams for ALDE through current programs and service, seeking new external funding sources, growing the annual and endowment funds, enhancing member fee revenues, and exhibitor and sponsor revenue

**Responsibilities:**

1. Expand the Executive Search to include resume postings.
2. Issue challenges and recognize chapters for increased participation and monies for the Annual Fund.
3. Identify and invite segments of ALDE's membership for new giving.
4. Invite organizations to honor retirees by contributing to the endowment fund.
5. Identify potential granting sources. Review proposed grants.
6. Make 5 – 10 contacts with potential Exhibitors/Sponsors, as requested by the Conference Exhibitor committee.
7. Identify potential affinity programs and work with ALDE staff in reviewing agreements and recommending affinity programs for ALDE membership.
8. Participate in quarterly Team conference calls.

**Time Commitment:**

Team meets four times each year, via conference calls, for approximately one hour. Individual contacts with potential Exhibitors/Sponsors are made as assigned. Occasional additional time is required for creating and brainstorming ALDE resource programs and serving at Conference exhibit space for Annual Fund and Endowment Fund. Articles for ALDEGrams and ALDE News may be submitted by Resource Team members.

**Terms:**

One two-year term, renewable for a second term, beginning July 1, 2006.