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## PART 1 – Administrative Council/Chapter Officers

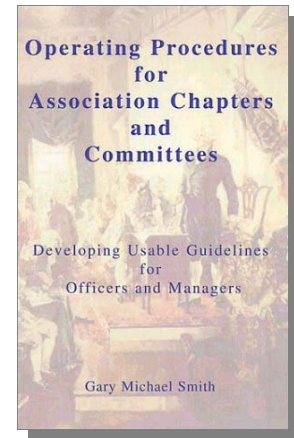
**Part 1** provides detailed information on developing an administrative council of chapter officers and other elected officials. Section titles include:

- ◆ Administrative Council
- ◆ Chapter Officers
- ◆ President
- ◆ Immediate Past President
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer

## PART 2 – Committees and Committee Managers, and Managers for Other Chapter Groups

**Part 2** describes how to set up committees and appoint committee managers to serve a variety of organizational functions. Appointing other managers to provide support to the chapter also is addressed. Section titles include:

- ◆ Committees
- ◆ Chapter and Committee Managers
- ◆ Program Committee
- ◆ Program Committee Manager
- ◆ Membership Committee
- ◆ Membership Committee Manager
- ◆ Employment Committee
- ◆ Employment Committee Manager
- ◆ Public Relations/Publicity Committee
- ◆ Public Relations/Publicity Committee Manager
- ◆ Nominating Committee
- ◆ Nominating Committee Manager
- ◆ Hospitality Committee
- ◆ Hospitality Committee Manager
- ◆ Education Committee
- ◆ Education Committee Manager
- ◆ Seminar Committee
- ◆ Seminar Committee Manager
- ◆ Bylaws Committee
- ◆ Bylaws Committee Manager
- ◆ Steering Committee
- ◆ Steering Committee Manager
- ◆ Ad Hoc Committee
- ◆ Ad Hoc Committee Manager
- ◆ Newsletter Editor
- ◆ Historian
- ◆ Web Master



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**About the Author** – Gary Michael Smith is a writer, editor, and educator based in New Orleans, Louisiana. He has written more than 200 articles for more than 60 trade/technical, and scientific journals, and authored 11 non-fiction books. He has served as chapter president of an international professional association, served in numerous other capacities various organizations, and teaches classes at the University of New Orleans.

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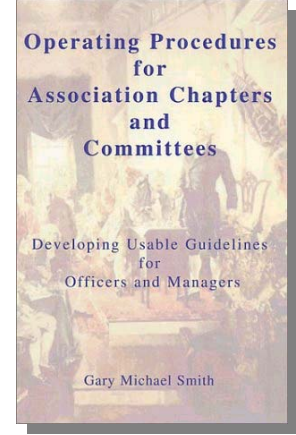
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