

Information Committee

Composition: 3 - 4 members

Meets monthly

PURPOSE

The Information Committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-chapter activities.

REQUIRED ACTIVITIES

Chapter newsletter published before each regular meeting, or on some regular schedule.

75% of chapter meetings have a scheduled program or speaker, either educational or entertaining.

Provide public relations activities for the chapter.

Promote AMBUCS™ training programs and conferences to develop volunteers and leaders for the chapter.

Promote attendance at district meetings by chapter members to insure chapter representation and knowledge of AMBUCS™ activities and programs.

Send chapter publicity and stories to AMBUCS™ Resource Center for the *AMBUCS Magazine*.

Conduct some kind of public relations activities to celebrate "February is National AMBUCS™ Month".

Possible sub-committees:

Program
Public Relations
Conference & Inter-Chapter Relations

Program Committee

It is the responsibility of the Program Committee to have a planned program for each meeting. Since a program can cancel at the last minute, the committee also needs a back up program "waiting in the wings."

Public Relations Committee

It is the responsibility of the Public Relations Committee to:

- 1) publish and distribute the chapter newsletter before each meeting.
- 2) alert press, radio and TV to chapter publicity.
- 3) send to AMBUCS™ Resource Center publicity and pictures for The AMBUC magazine.

. Other information available: Newsletter Editor/Public Relations Kit, Effective Media Relations Guide, Effective Media Relations Sample Guide.

Conference & Inter-Chapter Relations Committee

The purpose of this committee is to encourage and promote as large a chapter participation as possible at district Board meetings, district social and sporting events, regional and national conferences.