



2014-2015 COMMITTEE DESCRIPTIONS

Each committee chair person must maintain a complete file on committee activities and assists in the preparation of the final report to the board which includes but is not limited to: activities, accomplishments, projects not completed, proposed budget requirements and recommendations for ensuing year. Final reports must be made at the May board meeting.

Archives Committee (Chair: Corey Morris corey.morris@carletonhart.com)

The Archives Committee is responsible for keeping historical records for of the business and activities of the Chapter.

Awards & Nominations Committee (Chair: Cherise Schacter cherises@interfaceeng.com)

The Awards & Nominations Committee works directly with the Board to solicit and select nominations for awards at the Chapter level and works with the President to nominate members for Region and Institute awards. The Committee prepares and presents the awards at a designated Chapter meeting and is responsible for publicizing the award recipients. The Committee also solicits and screens potential Board candidates, and leads the voting and nomination process.

Bylaws & Operation Guide Committee (Chair: Skip Brown dbrown@melvinmark.com)

The Bylaws and Operation Guide Committee, as directed by the Board, prepares revisions to the bylaws while complying with the Institute's bylaws, and submits proposed amendments for review and forwarding to the Institute for approval by the secretary. Once approved, the bylaws must be presented and approved by a majority vote of Chapter members present.

Certification Committee (Chair: Kathy Hempel kathy@deamor.com)

The Certification Committee serves as liaison with the Region Certification Committee and the Institute Certification Committee. The Committee promotes the Institute's examination program within the Chapter. The committee contributes articles, awareness bulletins, and reports regarding certification as well as coordinates exam preparation.

Education Committee (Chair: Jake LaManna jake.lamanna@ohpd.net)

The Committee develops, organizes and conducts education events as well as coordinates educational opportunities with other Chapters.

Finance Committee (Alexander Lungershausen alungershausen@henneberedy.com)

This committee reports directly to the Board and is responsible for preparing the annual budget, financial reports for board meetings, managing investments, filing the IRS tax return, maintaining chapter insurance, and double-checking on treasurer's activities throughout the year.

Golf Committee (Erica Bitterman-Ryon ebitterman@precisionimages.com)

The Chapter has historically held a summertime golf tournament annually, with proceeds benefitting the Chapter scholarship program. The Golf tournament is typically a "scramble" style with teams/players up to 144. The Committee books players, gathers sponsors, arranges for raffle prizes, orders meals, handles registration and manages the event budget and event volunteers.



Industry Forum Committee (Tony DiVincenzo tony.divincenzo@ideateinc.com)

The Industry Forum Committee is responsible for all aspects of the Industry Forum event including venue, speaker(s), exhibitors, promotions, sponsorship, catering and AV. The event originally began as a Products Fair but has evolved to a 400+ attendee event that showcases an innovative keynote speaker in the design industry, 10-minute presentations on current topics related to the built industry, and product/service exhibition. The 2015 event is scheduled for May 12, 2015 at the Portland Art Museum.

Membership & Orientation Committee (Chair: Lee Kilbourn lfk22@comcast.net)

This Committee works together to establish membership goals, manage membership promotion and retention, maintain communication with region membership committee chairperson, and provide guidance and support to Chapter members by keeping them informed of membership activities. A sub-group of this committee also organizes new member orientation held in January, March and October, inviting and introducing new members to get involved and take advantage of member benefits. New in 2013, another subgroup has formed that will focus on recruiting and responding to emerging professionals in the industry.

Programs Committee (Chair: Alicia Clark alic@emerick.com)

This Committee is responsible for producing interesting, entertaining programs monthly. With assistance from the Chapter administrator, they schedule, promote, retain venue and caterer, plan topics and speakers and organize the monthly Chapter meetings. Currently, January is a joint meeting with a construction outlook as the topic. There is no meeting in May because of the Industry Forum and summer meetings are geared more toward fun and interaction with a scavenger hunt, member's picnic, and chili cook-off. December is a silent auction and networking event.

Publicity Committee (Chair: Corey Morris corey.morris@carletonhart.com)

The Committee publicizes events and activities of the Chapter. The committee reports to the Chapter President and the Board and is responsible for publishing the monthly newsletter, website, social media channels, and handles advertising.

Student Affairs & Scholarship Committee (Chair: Christine Irwin christineirwin@comcast.net)

The committee advocates for students in construction-related fields of study at all levels of education within the Chapter area. The committee administers a scholarship program which is funded from the Chapter's legacy scholarship fund.

Specifier's Share Group Committee (Chair: Alexander Lungershausen alungershausen@henneberyeddy.com)

The committee sponsors and manages the Specifier's Share Group ("SSG"), a gathering of individuals (both members and non-members) that meet for the purpose of improving project specifications. A typical meeting is a "brown bag" session where a product or particular topic provides an hour long focus for information, discussion and sometimes lively debate.

Technical Liaison Committee (Chair: Ellen Onstad ellen.onstad@mhfi.com)

The Liaison Committee collaborates with other professional and trade associations within the construction industry by coordinating joint meetings (preferably not less than one per year), inviting representatives of other organizations to Chapter events to make a brief statement about their organization and network and asking for reciprocity.