



Society for Technical Communication
Chicago Chapter

Officer and Committee Manager Handbook

Adopted: June 11, 2011

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Release History

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Introduction

The purpose of this document is to give officers, perspective officers, and committee managers an overview of the various positions with reasonable expectations of the roles.

This document is meant to serve as a guide for STC Chicago Administrative Council members, including all elected officers and the appointed committee managers. It is not intended to be all-inclusive as roles and responsibilities change with special circumstances, events, etc., but does represent the core responsibilities of each position and what STC Chicago expects from its officers and leadership.

This should be considered a “living document” and should expect to be updated annually as we learn and grow from each program and election year.

Administrative Council Officers

Per Article VI, Section 1 of the STC Chicago Bylaws, the Administrative Council (AC) consists of the president, one or two vice presidents, the secretary, the treasurer and the immediate past president. All Administrative Council members, except the immediate past president, are elected by the membership for one-year terms extending from the date of installation of officers as determined by the Administrative Council until the date of the next year's installation of officers. The Administrative Council may make an exception in the case of the treasurer, who is responsible for preparing the annual financial report to the STC treasurer (prepared after July 1).

All Administrative Council members must be Chapter members in good standing.

The following pages describe the role, general responsibilities, meeting availability requirements, and a general timeline of deliverables and receivables for each of the elected Administrative Council officers.

President

The president acts as the leader of the Chapter and has the following goals:

- To represent and lead the Chapter
- To act as the administrator of the Chapter and voting member of the Chapter's Administrative Council
- To work with the other members of the Administrative Council to complete activities and projects

Responsibilities

- Preside at Administrative Council and Chapter meetings
- Lead the other elected officers and committee managers, providing support to enable them to do their assigned duties.
- The president appoints all Chapter committee managers, subject to Administrative Council approval. The president is an ex officio member of all Chapter committees. As such, the president should obtain some knowledge of each committee's operations.
- During the annual Chapter elections, appoint a Tellers Committee, consisting of three Chapter members in good standing.
- Maintain relationships with STC leaders and projects, and ask for support as needed. Promote what the Chicago Chapter is doing to STC leaders and leaders of other professional organizations.
- Attend the STC Summit (annual conference) in May, including the Sunday Leadership Workshop, the Honors Banquet, and other STC business sessions or social events.
- Write the president's column for each issue of *Byline* and submit articles to STC's *News and Notes* about Chicago activities, or delegate to other members to do so.
- Work with the vice president on the Chapter Achievement Award application. Ensure that the form is submitted on time.
- If necessary, help the treasurer close the Chapter financial records for the year.
- Provide monthly activity updates to the Administrative Council.
- Assist with the nomination of members for Fellow, Associate Fellow, the Distinguished Chapter Service Award, Volunteer of the Year, and any other applicable Chapter-level recognition awards.
- Monitor the Chapter's projects to keep them on schedule.
- During the networking portion of Chapter meetings, mingle with members' and guests answering questions about STC and the Chicago Chapter and get to know the individuals.

Meeting Availability

- Attend as many of the Chapter functions for general membership as possible.
- The president shall attend all scheduled Administrative Council meetings. In the event of schedule conflict, the AC must be notified in advance and the vice president must be available to preside over the meeting.

Deliverables and Receivables

Deliverables	Due Date	Recipient
Status report	Prior to monthly Administrative Council meetings	secretary, Admin Council
president's Message articles	Per <i>Byline</i> Editorial Schedule	<i>Byline</i> editor
<i>Tieline</i> or <i>News and Notes</i> articles, as appropriate	Per editorial schedule	STC office
CCA application for award	End of December, or as noted on STC schedule	STC Office
Monthly program information for <i>STC's Notebook Feed</i>	Per STC schedule	<i>Notebook Feed</i> editor

Receivables	Due Date	Sender
Team status reports	Prior to AC meeting	committee managers
AC Meeting Minutes	Within 5 days after AC meeting	secretary
Financial report	Prior to AC meetings	treasurer
Chapter IRS tax forms	April	treasurer

Vice President

The vice president acts as a leader of the Chapter and has the following goals:

- To represent and lead the Chapter
- To act as a voting member of the Chapter's Administrative Council
- To work with the other officers on the Administrative Council to complete activities and projects

Responsibilities

- The vice president assumes the duties of the president in the absence or incapacity of the president and presides at Administrative Council meetings in the president's absence.
- Maintain weekly (or more frequent, as needed) communication with the president to assist in leading the community.
- Manage a specific Chapter committee or project. Work with the president to determine the project or committee.
- Work with the president to select the winner(s) of the DCSA, President's Award, Volunteer of the Year Award, and any other applicable Chapter-level recognition awards.
- During the networking portion of Chapter meetings, mingle with members' and guests answering questions about STC and the Chicago Chapter and get to know the individuals.
- Begin planning your year as president, if applicable, after elections are held:
 - Suggest possible committee managers and volunteers for other positions. Help recruit committee managers.
 - Make suggestions as to possible programs and activities.
 - Begin developing a project plan for the activities you want to accomplish during the next year.
- Attend the STC Summit (annual conference), including Leadership Day to learn more about STC and its communities, meet the STC leaders, and find out about services available to communities. Encourage your incoming officers and committee managers to attend sessions on Chapter leadership, competitions, membership, and newsletters.

Meeting Availability

- Attend most of the Chapter functions for general membership.
- The vice president shall attend all scheduled Administrative Council meetings. In the event of the absence of the president, the vice president must be available to preside over the meeting.

Deliverables and Receivables

Deliverables	Due Date	Recipient
Status report	Prior to monthly Administrative Council meetings	secretary, Admin Council
<i>Byline</i> articles, as needed	Per <i>Byline</i> Editorial Schedule	<i>Byline</i> editor

Receivables	Due Date	Sender
Team status reports	Prior to AC meeting	Committee Managers
AC Meeting Minutes	Within 5 days after AC meeting	secretary
Financial report	Prior to AC meetings	treasurer

Immediate Past President

The immediate past president (IPP) acts as a leader of the Chapter and has the following goals:

- To work with the president and Administrative Council to lend his or her experience in the successful running of the Chapter
- To act as a voting member of the Chapter's Administrative Council

Responsibilities

- Advise the president from your experience and knowledge as needed. For example, information on activities (with dates) the president is responsible for, on candidates for Associate Fellow and Distinguished Chapter Service Awards. etc.
- During the networking portion of Chapter meetings, mingle with members' and guests answering questions about STC and the Chicago Chapter and get to know the individuals.
- Manage a specific Chapter committee or project. Work with the president to determine the project or committee.

Meeting Availability

- As many regular program meetings as possible
- All Administrative Council meetings

Deliverables and Receivables

Deliverables	Due Date	Receiver
Status report	Prior to monthly Administrative Council meetings	secretary

Receivables	Due Date	Sender
Team status reports	Prior to AC meeting	committee managers
AC Meeting Minutes	Within 5 days after AC meeting	secretary
Financial report	Prior to AC meetings	treasurer

Treasurer

The treasurer acts as a leader of the Chapter and has the following goals:

- To plan and manage the Chapter's financial records by working with the:
 - Chapter bank accounts
 - vendor billing
 - tax exempt status (STC is recognized by both the State of Illinois and the U.S. Internal Revenue Service as a tax-exempt, nonprofit organization)
 - budgets, income and expense reports
 - filing tax forms (with help of the STC office)
 - payment of speakers
 - reimbursement to Chapter officers and members, as applicable
- To act as a voting member of the Chapter's Administrative Council

Responsibilities

- Manage the Chapter's financial records and accounts.
- Keep the signature cards for the checking account up-to-date.
- Keep the Chapter address up-to-date on the Illinois Sales Tax Exemption Certificate.
- Give copies of the Illinois Sales Tax Exemption Certificate to all Admin Council members and committee managers.
- Maintain the Chapter's tax exempt numbers with Chapter vendors.
- Maintain a list of expense and income categories that can be used by all committees for preparing budgets and submitting income and expenses for deposit and payment.
- Pay deposits for monthly program meetings, annual banquet and other Chapter events, as requested.
- At Chapter meetings and other events where money is collected, pick up the money collected at the event and deposit it. Where applicable, bring the Chapter checkbook or Chapter credit card for venue payment.
- Prepare a budget of expenses and income.
- During the networking portion of Chapter meetings, mingle with members' and guests answering questions about STC and the Chicago Chapter and get to know the individuals.

Meeting Availability

- As many regular program meetings as possible, including all where venue payment is to be made
- All Administrative Council meetings

Deliverables and Receivables

Deliverables	Due Date	Recipient
Status report	Prior to monthly Administrative Council meetings	secretary
Preliminary budget	July AC meeting	Administrative Council
Final budget	Aug AC meeting	Administrative Council
Monthly financial report of actual income and expenses	Monthly AC meeting	Administrative Council
Close out financial books, produce year-end reports	End of March	Society treasurer
Financial reports and IRS forms	No later than April 15	Society treasurer
Change bank signature cards	by July 1 st	Banks
Last year's budgeted and actual income and expense reports	Leadership Transition meeting	Incoming Admin Council members and committee managers

Receivables	Due Date	Sender
Preliminary budgets	July Admin Council meeting	Administrative Council
Final budgets	Aug Admin Council meeting	Administrative Council
End-of-year budget reports	July	Administrative Council
Annual financial forms	June	Society or Chapter president
Expense receipts and completed reimbursement forms	As needed	Admin Council members and committee managers

Secretary

The secretary acts as a leader of the Chapter and has the following goals:

- Maintain documents that the Administrative Council uses, including:
 - Admin Council meeting agenda (prepared from Monthly Committee Manager Reports)
 - Admin Council meeting minutes
- To act as the administrator of the Chapter and voting member of the Chapter's Administrative Council

Responsibilities

- Before each AC meeting, prepare an agenda from the Monthly Committee Manager Reports. Distribute to the full AC a minimum of 24 hours prior to the meeting to provide ample time for review. Note: Agendas can go out without all committee reports, but at a minimum it must contain all officer reports.
- Send the minutes of each AC meeting out for review within 5 days after the meeting.
- If there are any changes or corrections to published minutes, prepare an update and resend for review prior as soon as possible after changes are received.
- During the networking portion of Chapter meetings, mingle with members' and guests answering questions about STC and the Chicago Chapter and get to know the individuals.
- Send the Society office the list of officers and Administrative Council members for the coming year. Make sure the STC office has the correct individuals for president, vice president, treasurer, secretary, Newsletter Editor, and Membership manager.

Meeting Availability

- Attend as many regular program meetings as possible
- All Administrative Council meetings. If you cannot attend an Admin Council meeting, notify the president and make arrangements for someone to record the minutes.

Deliverables and Receivables

Deliverables	Due Date	Recipient
Reminder email to AC requesting monthly reports	Approximately 1 week prior to the meeting	Administrative Council
Monthly AC meeting agenda	Minimum of 24 hours prior to the meeting	Administrative Council
Monthly AC meeting minutes	Within 5 days after AC meeting	Administrative Council
STC Chicago officer list	Within 2 weeks of annual election results	STC Office

Committees

Committee managers are appointed by the Chapter president, subject to Administrative Council approval. However, if for any reason the Chapter president wishes to remove a committee manager, he or she may do so without need for any further action.

The president is an ex officio member of all Chapter committees.

Per Article VII, Section 2, of the STC Chicago Bylaws, committees are established at the request of the president or the Administrative Council to support Chapter activities. The normal procedure is for the president to appoint a committee manager and then to appeal to the membership to fill the committee. All committee members must be Chapter members in good standing.

Per Article VII, Section 3, of the STC Chicago Bylaws, the committee manager is responsible for managing the activities of a committee and may appoint the committee's members. The manager must report the committee's activities to the Administrative Council directly or through one of the officers. A committee manager serves until a successor is appointed and is responsible for orderly transition of duties and transfer of committee records to successors.

The established committees help the Administrative Council fulfill its responsibilities to the membership. Committee managers and members must be STC members. The committees listed here may occasionally be inactive, and additional committees may be created at the discretion of the Chapter president, with the approval of the Administrative Council, as needed to serve the Chapter and its members.

Advertising

The Advertising committee is active throughout the Chapter program year and consists of a manager and one or more member volunteers.

Responsibilities

- Secure advertisers for inclusion in the bi-monthly eNewsletter, *Byline*.
- Secure sponsors for program meetings and annual Chapter Recognition and Awards Banquet.

Deliverables

Deliverables	Due Date	Recipient
Advertiser information and corporate logo	Per <i>Byline</i> or program schedule	<i>Byline</i> editor, Program Manager
Status report	Prior to monthly Administrative Council meetings	secretary

Bylaws

The Bylaws committee is inactive much of the program year. The committee consists of a manager and several senior members.

The Bylaws committee advises the Administrative Council of provisions of the bylaws and proposes changes to the Administrative Council. The committee is responsible for reviewing the Chapter bylaws once every two years to determine if the bylaws are still in agreement with the Society's governing documents and still reflect Chapter practice.

Responsibilities

- A review of the Bylaws and a general membership vote of any changes is required every two years (changes stemming from bylaws reviews are to be voted upon and implemented in the Spring of even numbered years).
- The committee reviews the Bylaws and proposes changes or updates based on changes at the society level or the Chapter level.
- Submit the proposed changes to the Administrative Council for approval.
- Once approved by the Administrative Council, present the proposed bylaws to the membership for a vote.
- Present the final, approved bylaws to the Web Manager for inclusion on the Chapter Web site and to the Chapter Historian for archival purposes.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
Markup of current bylaws with suggested changes or updates marked	Every two years, to be completed in the Spring of even numbered years	Administrative Council
Updated bylaws, approved by the Administrative Council	open	Membership
Final, approved Bylaws	Within one week after the conclusion of the membership vote	Web Manager and Historian

Byline (eNewsletter)

The newsletter committee is responsible for producing an online eNewsletter titled *Byline*. The committee consists of a manager and one or more members, although any STC member may submit articles, as appropriate.

The newsletter should inform members about Society and Chapter activities. A primary goal for this committee is to implement sound technical communication skills to present a newsletter that properly represents and informs the Chapter.

Responsibilities

- Produce a bi-monthly online eNewsletter that presents the Chapter in a professional manner.
- Solicit articles from Chapter officers and members. Collect articles from Chapter officers, the Programs manager, and other committee managers and members, as appropriate.
- Provide clean copy-editing for all articles submitted.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
eNewsletter file (.pdf or other agreed-upon format)	First week of each publication month (Aug., Oct., Dec., Feb., April, June)	Web manager

Competition

The competition committee conducts the annual Chapter-level Technical Communication Competitions, and works with the Program Manager to organize the awards portion of the annual Chapter Recognition and Awards Banquet. The judging rules, categories and prize levels of the Chapter competitions are the same as those used for the Society's international competitions. The competition committee is selected in a timeframe to permit adequate time to conduct the competition and submit eligible winners for timely entry into the STC International Summit Awards Competition.

Judges Manager Responsibilities

- Solicit, train, and mentor judges for the annual competition.
- Conduct a training session for new and returning judges.
- Assign judging teams and work with the Entries and Awards Manager to assign entries to teams.
- Conduct and oversee Consensus Judging.
- Help with the planning and organization of the annual Chapter Recognition and Awards Banquet.

Entries and Awards Manager Responsibilities

- Solicit membership and past entrants for competition entries.
- Collect, log, and sort entries (including all paperwork and entry fees).
- Work with the Judges Manager to assign entries to teams.

- Secure an awards vendor. Work with the current Administrative Council and treasurer for approval of all budget items.
- Provide entrants with award proof and secure approvals and orders before awards are printed/created.
- Coordinate with vendor to ensure all awards are printed/created properly and in a timely manner. Bring awards to the annual banquet and ship awards to entrants not in attendance.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary

In addition to the monthly status report to the Administrative Council, there are a number of deliverables during the competition timeline for both co-managers. This list is handed down from the previous year's competition co-managers.

Membership

The Membership committee consists of a manager and one or more volunteer members. The Membership committee coordinates membership drives, welcomes new members, and is available to new and existing members to answer questions about membership benefits.

The membership committee actively seeks to increase the membership of the Chapter. The committee maintains a list of the current members of the Chapter and is responsible for providing member contact information to the Administrative Council and other committees as needed.

Responsibilities

- Plan and conduct an annual membership drive and contests to increase membership and to entice inactive members to participate. Coordinate this effort with the Society's annual Renewal Challenge, as appropriate.
- Write brief articles for *Byline* advertising the membership drive and then summarizing the results after its completion.
- At the end of March, the Society office sends a list of non-renewing members with the monthly membership report. Contact the non-renewers in April and May, or send them a letter or postcard encouraging renewal.
- Provide new members with a welcome letter from the Chapter with an explanation of membership benefits..
- Answer inquiries from nonmembers about the Chapter and STC.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
Monthly membership statics	Prior to monthly AC meetings	Administrative Council
Plan for annual membership drive for AC input and approval	December AC meeting	Administrative Council
Article for <i>Byline</i> to announce membership drive kickoff	Per <i>Byline</i> schedule	<i>Byline</i> editor
Article summarizing membership drive results	Per <i>Byline</i> schedule	<i>Byline</i> editor

Nominating

The Nominating Committee manager coordinates the nominating committee and the Tellers for STC Chicago. The nominating committee consists of members elected by the Chapter membership as described in Article VII, Section 3, of the STC Chicago Bylaws with two members elected each year to serve two-year terms. The president appoints the manager of the committee separately from the elected members. The committee is responsible for selecting candidates and preparing the ballot. The Administrative Council may direct the nominating committee to act as the tellers committee.

Responsibilities

- Consult with the president, Chapter officers, and the membership to nominate officers for the next year. This includes: Vice president, secretary, treasurer, and Nominating committee.
- Explain to each nominee the responsibilities of the office, and obtain willingness to run for office. Obtain election statement from nominee for ballot.
- Create the ballot for the election and give to the Web manager to post on the Web site and Survey Monkey by the first week of April.
- Obtain a current membership list from the Database/Directory manager. Use this list to verify that the ballots have been completed by members only.
- During the election, count the proxies and ballots with the tellers.
- After the election, give the Newsletter Editor the slate of incoming officers in time for publication in the June newsletter.
- Advise the president on candidates for Associate Fellow and Fellow nominations and work with the president or other appropriate STC member to complete the nomination forms in a timely manner. You should work directly with the nominees to ensure that all STC and non-STC activities are credited.

Deliverables

Deliverable	Due Date	Recipient
Status report	Prior to monthly AC meeting	secretary
Slate of candidates	Prior to March AC meeting	president, vice president
Candidate information	April newsletter submission deadline	<i>Byline</i> editor, Web manager
Regular ballots	First week of April, via Web site / Survey Monkey	Web manager (to post for membership)
Incoming officer information	June newsletter submission deadline	<i>Byline</i> editor
Associate Fellow and Fellow nomination forms, if applicable	Per STC Office schedule	STC Office

Programs

The Programs Committee coordinates the STC Chicago monthly Chapter meetings. The committee consists of a manager and one or more volunteer members.

The program committee schedules and plans meetings that appeal to all members and will help them widen their knowledge of the field and their resource networks. Per Chapter Bylaws, and in compliance with Society Bylaws, a Chapter business meeting must be held annually. STC Chicago traditionally holds that meeting in June. Other Chapter activities such as the annual awards banquet may replace selected monthly meetings.

Responsibilities

- Conduct an annual survey in April/May to determine membership interests for programs and venues.
- At the July AC meeting, provide the results to the Administrative Council, along with a proposal for the program year.
- By the August AC meeting, have the final program schedule for program year. You do not have to have every speaker arranged, but you should have every topic arranged.
- Prepare a budget of expenses and income.
- Arrange for speakers for each program. Obtain detailed program and biographical information from the speaker. Write a meeting announcement and provide to the *Byline* editor and to the person responsible for Constant Contact email notifications.
- Before each meeting, help the speaker set up equipment, introduce the speaker to the president and others, and place a program feedback form on each attendee's chair.
- Prepare and bring a topic-appropriate feedback form and name tags for registered attendees. After the meeting, collect the feedback forms and analyze the data and present to AC.
- Depending on meeting plans, obtain refreshments, as needed.
- Attend Administrative Council meetings whenever the agenda includes topics relating to your committee.
- See the meeting timeline in the Appendix for other detailed responsibilities.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
Annual programs survey	Prepare for release to membership in April/May	Web manager (to post for membership access)
Survey results and proposed plan for program year	July Administrative Council meeting	Administrative Council
Final plan for the program year	August Administrative Council meeting	Administrative Council
Program summary articles for <i>Byline</i>	1 week following each program meeting	<i>Byline</i> editor

Publicity/Marketing

The Publicity/Marketing Committee publicizes the activities and achievements of the Chapter through a variety of media and secures sponsors for monthly Chapter meetings, as needed, as well as the annual Chapter Recognition and Awards Banquet. The committee consists of a manager and one or more volunteer members.

The manager of this committee also acts as the Chapter representative on the planning committee for the annual eLearning Showcase (as applicable).

Responsibilities

- Secure sponsors, as needed for monthly Chapter meetings.
- During years when the eLearning Showcase takes place, actively participate as a committee member for the Showcase, representing STC Chicago.
- Plan and release At-A-Glance, the monthly Chapter eUpdate.
- Keep the Constant Contact mailing list current and use Constant Contact to advertise monthly programs and other important Chapter events.
- Publish events and articles to the Chapter blog, Facebook account, and Twitter, when applicable. This is the responsibility of the entire Administrative Council, not just the Publicity/Marketing Committee.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
At-A-Glance update	First week of the month	Constant Contact mailing list

Scholarships

The scholarships committee works together with local faculty members to award financial support to students who wish to continue their education in the field of technical communication.

Responsibilities

- Work with local university and college faculty to solicit entrants for scholarships.
- Review all applications for scholarships and recommend scholarship winners to the current Administrative Council.
- Work with the current treasurer to ensure the scholarship is delivered to the recipient's school.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings, as applicable	secretary
Recommendation for scholarship(s)	As applicable for a May delivery	Administrative Council

Science Fair

STC Chicago has been involved with the judging at the Chicago Public Schools and the Chicago Non-Public Schools Science Fairs since 1996. We supply judges to evaluate the display posters and give monetary prizes, in the form of a Savings Bond, to two winners at each competition. In the future, we plan to get involved in providing mentors to help the students with project design and planning for and review of their written papers.

Responsibilities

- Secure and mentor 2-3 judges to attend both science fairs (Chicago Public Schools and the Chicago Non-Public Schools).
- Work with the treasurer to purchase two savings bonds for each event and deliver to the Science Fair representative.
- Work with the Chicago Public Schools Science Fair representative to get our Special Judges registered and to get STC Chicago listed as Special Awards.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings, as applicable	secretary
Request for Savings Bonds	Prior to the Science Fairs	treasurer
Summary article for <i>Byline</i>	Per the <i>Byline</i> schedule	<i>Byline</i> editor

Tellers

The tellers committee, consisting of at least three members, is appointed by the president, approved by a majority vote of the Administrative Council, and can be managed by the Nominating Committee manager. The committee determines the validity of the votes received, counts the votes, and announces the results (including vote totals) to the Administrative Council. No person appearing on the ballot as a nominee shall serve on the tellers committee for that election.

Responsibilities

- The tellers committee counts and records the vote for the annual election.
 - Candidates are elected by a plurality of votes cast.
 - Tie votes are resolved by a majority vote of the current Administrative Council.
 - If an unopposed candidate receives positive votes from less than two-thirds of the valid votes cast, the office is declared vacant. The current Administrative Council may choose to fill the office by special election or by a majority vote of the current Administrative Council.
- The manager of the tellers committee notifies the president and the candidates of the election results and vote totals. The president then notifies the membership of the results.
- The tellers committee counts and records the vote for all special voting issues.

Deliverables

Deliverable	Due Date	Recipient
Vote tally and results	Within 2 days of the close of the election	President and nominees

Web/Online

The Web/Online Committee is responsible for the production and maintenance of the Chapter's website.

Responsibilities

- Keep the site updated with the most current information, making sure to delete or archive old articles and publications as necessary.
- Ensure that the current president, vice president, IPP, and Marketing Manager have the required admin access to help maintain the site.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
Updated content on website	In a manner timely to events, as applicable	n/a

Workshops and Seminars

The Workshops and Seminars Committee produces educational events, including workshops, conferences, exhibitions, and special projects to help Chapter members improve their professional skills.

Responsibilities

- Plan and coordinate 1-2 workshops for each program year, appropriate for the current membership need, as outlined in the annual membership survey results.
- Prepare a proposal for the workshop(s) and present to the Administrative Council for Approval. Note: no venue contracts or trainer/speaker agreements are to be signed without prior approval of the AC.
- Once the topic is approved by the AC, secure the trainer and location (if not a Webinar), making sure that there is no conflict with the Chapter's program year schedule.
- Coordinate with the trainer to ensure all necessary equipment is available at the venue.
- Arrange for refreshments, as necessary for the workshop.

Deliverables

Deliverables	Due Date	Recipient
Status Report	Prior to monthly AC meetings	secretary
Workshop proposal	At least 6-8 weeks prior to proposed event	Administrative Council
Venue contract Trainer/Speaker agreement	At least 6 weeks prior to approved event	treasurer

Appendices

The following pages contain backup forms or additional details for one or more of the committees previously listed in this handbook.

Annual Chapter Recognition and Awards Banquet Checklist

This checklist is not comprehensive but should be used as a guideline to ensure the key items are remembered. This event is jointly organized by the Competition Co-Managers and the Program Manager.

Setup

	Item	Person in Charge	Notes
	Help with physical set up of room	Program Manager	
	Contact restaurant re: physical space	Program Manager	<ul style="list-style-type: none"> • 8-foot tables for entry display • a small check-in table • podium • small table for laptop/projector • microphone at podium • X dinner tables, set for x each
	Registration check-in of attendees	Program Manager	Print and bring registration list and name tags
	Raffle tickets and door prizes	President	Container for raffle tickets Secure and bring door prizes
	Programs	President	

Award Display Tables

	Item	Person in Charge	Notes
	Awards (bring to venue)	Awards Manager	Merit, Excellence, Distinguished, and all Chapter awards
	Entries for display	Entries Manager	
	Display table signs	Program Manager	

Main Room Setup

	Item	Person in Charge	Notes
	Table vases (Chapter owned) and carnations	Program Manager	
	Balloons for entry display tables	Program Manager	
	Projector (Chapter owner)	Program Manager	
	Slideshow presentation	Marketing Manager	
	Laptop for slideshow		Bring extension cord

Program (and order of events) – This order is *not* final -

	Item	Person in Charge	Notes
1	Prepare intro commentary for the evening	President	
2	Prepare commentary for judges' TY	Judges Manager	
3	Door prizes (first 3)	President	
4	Dinner		
5	Door prizes (second 3)	President	
6	Prepare intro for President's Award	President	

7	Prepare intro for DCSA Awards (x3)	President	
8	Prepare intro for Volunteer of the Year Award	Vice President	
9	Prepare intro for Chapter Star Award	Vice President	
10	Prepare intro for Robert G Frank Award	Last year's recipient	
12	Intro to and presentation of the Comp. Awards	Awards Manager	
-	Photography		
14	Door prizes (final 3)	President	
15	Announcements	President	

Post-Program

	Item	Person in Charge	Notes
	Payment to venue	Treasurer	
	Set of programs for Chapter Historian	President	Bring 4 extra copies
	Help with physical break down of room Pack remaining entries, all supplies	All available	

Post-Event

	Item	Person in Charge	Notes
	Write event summary for Spring <i>Byline</i>	Program Manager	w/i one week after banquet
	Write post-event notes for planning next yr	Comp co-Managers	
	Dispose of unclaimed entries	Awards Manager	Keep for one month before disposal Send e-mail reminder before disposal
	Write teaser for next competition for Spring <i>Byline</i>	Awards Manager	w/i one week after banquet
	Give <i>Byline</i> Editor winner list for Spring <i>Byline</i>	President	w/i one week after banquet

Timeline for Monthly Program Meeting Planning

The table below reflects a general timeline for planning monthly program meetings.

Action	Timeframe
Secure the speaker or panel	As early as possible
Secure a venue and, as appropriate, make arrangements for refreshments or meals	At least 6 weeks prior to meeting
Obtain detailed program and biographical information from the speaker. Write a meeting announcement and provide to the <i>Byline</i> editor and to the person responsible for Constant Contact email notifications	6 weeks prior to meeting
Give summary program and speaker information to the Webmaster to include in the Calendar on our Web site	4 weeks prior to meeting
Check with the speakers about donating an item for the raffle. Make sure that the prize for each meeting is appropriate for the program and does not conflict with the speaker's affiliation. Confirm letter of donation is provided to the speaker by the treasurer.	2 weeks prior to meeting
Check with speaker to confirm audio/visual and room layout requirements.	2-3 weeks prior to meeting
Prepare a final email promotion for the event, to be sent out through Constant Contact.	3 days prior to registration close
If applicable, confirm food and refreshments with venue or vendor, or make appropriate purchases from local Sam's Club or Costco. Prepare speaker-specific feedback form for attendees.	1 week prior to meeting
Help the speaker set up any equipment, buy the speaker a refreshment, introduce the speaker to the president and others. Provide name tags and feedback forms for all attendees. Collect feedback forms from attendees, help speaker with any post-meeting needs.	Night of meeting
Write a thank-you note to the speaker, and include results from the feedback forms	Within 1 week after meeting
Prepare meeting summary for AC	Include in the next monthly status report following the meeting
Write a summary article for <i>Byline</i>	Within 1 week after the meeting, regardless of when the next <i>Byline</i> is scheduled

Sponsorship Policy and Benefits

This policy was last revised for the 2010-11 program year.

Society for Technical Communication – Chicago Chapter Sponsor Benefits

The Administrative Council of STC Chicago encourages sponsorship that follows STC guidelines and supports STC's charitable purposes. STC is a 501(c)(3) organization and is authorized to accept charitable, tax-deductible donations.

STC Chicago is one of the oldest and largest chapters of the Society of Technical Communication, with members that include technical writers and editors, content developers, instructional designers, academics, usability professionals, web designers and developers, and translators. Founded in 1955, STC Chicago has a rich tradition of providing diverse educational and networking experiences to technical communication professionals, as well as cultivating relationships between academia and industry.

Monthly Meeting Sponsorship – Bronze Level

Sponsorship rate: \$150

Sponsor benefits:

- Verbal recognition at the meeting
- Your corporate logo published in STC Chicago's *At-a-Glance* e-Digest that reaches nearly 600 Chicago-area technical communication professional
- A link from the STC Chicago website to your Website for two (2) weeks (one (1) week prior and one (1) week after the event)
- One (1) complimentary pass to the sponsored meeting (\$40 value)
- Distribution of your informational flyer, brochure, or other collateral at the meeting

Monthly Meeting Sponsorship – Silver Level

Sponsorship rate: \$250

Sponsor benefits:

- Verbal recognition at the meeting
- Your corporate logo published in STC Chicago's *At-a-Glance* e-Digest that reaches nearly 600 Chicago-area technical communication professional
- Your logo included in at least one (1) email announcement that reaches nearly 600 Chicago-area technical communication professionals
- A link from the STC Chicago website to your Website for four (4) weeks (two (2) weeks prior and two (2) weeks after the event)
- One (1) complimentary pass to the sponsored meeting (\$40 value)
- Distribution of your informational flyer, brochure, or other collateral at the meeting
- Recognition in a follow-up email sent to all attendees

Annual Awards and Recognition Banquet Sponsorship – Gold Level

Sponsorship rate: \$350

Sponsor benefits:

- Verbal recognition at the banquet
- Your corporate logo displayed in a slideshow running during the banquet
- Your corporate logo published in STC Chicago's *Byline* e-Newsletter that reaches nearly 600 Chicago-area technical communication professional
- Your company name and corporate logo listed in the official banquet program
- Your logo included in promotional materials, including two email announcements that reach nearly 600 Chicago-area technical communication professionals

- A link from the STC Chicago website to your Website for four (4) weeks (two (2) weeks prior and two (2) weeks after the event)
- Two (2) complimentary passes to the banquet (\$80 value)
- Option to display corporate signage at the banquet
- Recognition in a follow-up email sent to all attendees

Sponsorship Policy

- Sponsorship arrangements must be made and related funding received, either by corporate check or through PayPal on the STC Chicago website, before acknowledgement of sponsor participation is made on our website, eNewsletter, eDigest, or other event promotion.
- All sponsors will receive a proper tax letter from STC Chicago, per IRS rules.
- Corporate logos must be submitted in electronic copy and must be in one of the following formats: .TIF, .GIF, or .JPG.
- Logos must be submitted to sponsorship@stc-chicago.org
- Sponsor participation must be approved by the Administrative Council of STC Chicago.