

**College of EMS Alumni Chapter Committees
2007/2008**

1. Constitution & By-Law Committee

Chair: President Tammy Salmon-Stephens

Members: Director Matt Thalmann, Past President Laura Fenley

Issues/Responsibilities

- Maintain and enforce constitution and by-laws;
- Review and revise as necessary every 2-3 years;
- Submit to a lawyer every 4-6 years for review; and
- Committee should include: current president, past president and one director.

2. Finance Committee

Chair: Treasurer Rayelle Miller

Members: Alumni Member Jeff Kronser, Alumni Member Rob Ehlers, Alumni Services Director Kim Schmelz (Ex-officio)

Issues/Responsibilities

- Prepare and present annual budget and report;
- Maintain connection with supporting members program committee; and
- Provide definitions and understanding of budget report.

3. Nominating Committee

Chair: Director Dan Kaul

Members: President Tammy Salmon-Stephens

Issues/Responsibilities

- Maintain a list of potential board members with assistance from the alumni office and College of EMS Dean's Office;
- Contact prospective board members with the assistance of the alumni office; and
- President of the board should be on this committee.

4. Membership Committee

Chair: Director Mark Shubak

Members: Alumni Services Director Kim Schmelz, Director Barbara Boldt, Past President Laura Fenley, Director Tom Wisinowski

Issues/Responsibilities

- Develop strategy for increasing the number of members in the Chapter;
- Connect with and inform current board about the UWP Parent Chapter membership initiatives;
- Write a membership article for the Geode;
- Develop and implement marketing strategies for increased membership; and
- Define and provide student/faculty support.

5. Special Events Committee

Chair: Faculty Liaison Chanaka Mendis

Members: General Engineering Program Assistant Mary Kurth, Alumni Services Director Kim Schmelz

Issues/Responsibilities

- Organize and coordinate activities for homecoming, Alumni-Senior Fish Fry, and Brat/Beer Gathering;
- Organize and coordinate activities for M-Ball; and
- Organize and coordinate other special events as they develop.

6. **Supporting Member Committee**

Chair: Director Joe Bunker

Members: Alumni Member Rob Ehlers, Alumni Member Bill Gardner, Alumni Services Director Kim Schmelz, Director Mark Shubak

Issues/Responsibilities

- Recruitment, retention and recognition of supporting members;
- Define supporting member benefits;
- Develop/Revise supporting member brochure;
- Provide annual report to supporting members;
- Plan for fund utilization; and
- Provide plan for student/faculty support.

7. **Honors and Awards**

Chair: Director Matt Thalmann and Second-Vice President Anne Saylor

Members: President Tammy Salmon-Stephens, Alumni Services Director Kim Schmelz, Director Barbara Boldt, Director Tom Wisinowski

Issues/Responsibilities

- Coordinate recognition of emeriti faculty and college Deans;
- Provide nominations to the UWP Parent Chapter Outstanding Recent Alumnus and Distinguished Alumnus awards;
- Coordinate Chapter awards; and
- Coordinate student scholarship awards (endowment and Geode).