



**2007-2008**

## **SOCAL COMMITTEES**

### **Chairpersons Duties and Responsibilities**

#### **Legislation and Education Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Legislation and Education Committee
- Researches and reports on any state and national legislation which has an impact on TRIO Programs and/or first generation, low income students
- Provides information about the annual COE Policy Seminar and promotes attendance
- Organizes legislative teams and appoints team leaders for the policy seminar
- Provides assistance and training about how to schedule and conduct visits with Congressional representatives
- Represents SoCal WESTOP at the annual COE Policy Seminar
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Research Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Research Committee
- Promotes and engages in research and evaluation that will enhance the effectiveness of programs designed to provide educational opportunities and services for economically and educationally disadvantaged persons
- Attend all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Technology Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Technology Committee
- Promotes the use of technology and training
- Provides technological information to membership
- Maintains the SoCal Website
- Distributes technology tips and resources available to members
- Attend all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Professional Development Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Professional Development Committee
- Provides support and assistance to new project directors and personnel to enhance their understanding of TRIO and to improve the quality of services delivered
- Organizes and implements the annual Professional Development Seminar (PDS).
- Selects the PDS site, dates, and negotiates contracts
- Appoints chairpersons for each PDS committee
- Prepares event registration material for dissemination via the on-line Cvent registration system
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Resource Development Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Resource Development Committee
- Solicits private donations for SoCal TRIO student scholarships

- Coordinates and carries out chapter raffles and silent auctions
- Coordinates efforts with other organizations and persons having purposes supportive of or in harmony with SoCal WESTOP's concerns
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Public Relations Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Public Relations Committee
- Identifies public relations opportunities/events to promote TRIO in the community
- Assists Student Development Committee Chairperson with coordinating and promoting SLC/TRIO Day
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Membership & Elections Committee Chairperson**

- Serves as a liaison to the WESTOP Service Council Membership & Elections Committee
- Promotes, recruits and retains membership in WESTOP
- Develops procedures to be used in the election of SoCal Officers
- Oversees all election procedures
- Maintains a current list of WESTOP Members in the SoCal region
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled SoCal meetings

#### **Student Development Committee Chairperson (Ad-Hoc)**

- Coordinates the annual Student Leadership Conference/Trio Day
- Selects conference site, dates and secures all facilities/contracts as needed
- Appoints Student Leadership/Development Conference committee chairpersons
- Prepares event registration material for dissemination via the on-line Cvent registration system
- Solicits Keynote Speakers for main opening session
- Prepares and coordinates on-site registration process
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled meetings

#### **COE Fairshare Campaign Committee Chairperson (Ad-Hoc)**

- Coordinates the COE Fairshare Campaign annually in the SoCal region
- Disseminates information about the purpose, goal, and status of the Fairshare Campaign
- Maintains lists of Institutional Members and individual donors
- Attends all SoCal Chapter Meetings
- Prepares a written report one week prior to scheduled meetings