

## Suggested Agenda Items for Committees 2014 Triennial Convention

### **Audit**

Review the income and expenditures and how they are reported  
Review investment portfolios and suggest changes if necessary  
Approve an outside audit for the past triennium

### **National Convention**

Work on a convention program for next convention  
Consider ways to reduce costs, including number of days, location, hotel, etc.

### **Extension & Publicity**

Review our current level of visibility locally and nationally  
Identify ways or means to recruit new members, soliciting award/scholarship nominations, and publicizing names of awardees on our limited budget  
Consider feasibility, practicality, and sustainability of new ideas and processes  
Consider what other organizations similar to ours do  
Determine benefits of membership other than being a member of an honor society  
Review key exchanges that occur between chapters and NC each year (annual report, rebates, financial reports, etc.)

### **Chapter Installation/Reactivation**

Develop strategies and processes to revitalize and strengthen chapters  
Review procedures and guidelines for new chapter bids  
Develop strategies to help new chapter establish sustainable chapters  
Discuss ideas to help chapters to be “metropolitan”

### **MAL**

Review operating procedures  
Discuss newsletter frequency and quality  
Review award and its finances  
Determine budget status and set budgetary priorities  
Discuss issues or ideas and consider strategies for greater member involvement  
Set long term goals for MAL and design means to implement them  
Choose Outstanding Chapter Award based on chapter triennial reports

### **Resolutions**

Assemble list of acknowledgements for convention (suggestions: reviewers of professional and student awards or others who performed extraordinary service)  
Read resolutions at the assigned time during convention

### **Chemistry Awareness & Outreach**

Discuss Speakers Bureau – usage, updates and contact or personal information availability  
Develop strategies to make the Speaker's Bureau more attractive and also remain more current  
Review outreach activities from chapters and NC based on triennial reports  
Discuss ways to increase chapter/member access to information about these activities  
Develop goals and strategies for Iota Sigma Pi to be a leading organization in enhancing public knowledge of women in chemistry, chemistry careers and science literacy; develop methods or resources to accomplish these goals

### **Awards and Scholarships**

Review the Awards offered, the criteria, their frequencies, amounts and plaques  
Review the manner in which professional awards are announced and presented at convention  
Review the solicitation process and numbers of nominations received in the past 3 years  
Review the High School Award and its process. Should the award remain under the Director of Initiates and Supplies?  
Discuss ways to improve the "advertisement" of all awards  
Discuss cost/benefit analysis of having professional award winners attend the convention

### **Long Range Planning**

What is unique about us? What are we offering our membership and is it working?  
Review the status of Iota Sigma Pi and identify any needs  
Starting from the current status and needs, identify and articulate long-term goals and specific objectives toward which the organization should be working  
Consider connections with other organizations  
Discuss possible ways to revitalize at-risk chapters

### **Rituals & Ceremony**

Review the forms, procedures, and rituals for initiation and determine whether there may be areas that need updating  
Review the rituals for new chapter installation

### **Chapter Program Development**

Review chapter vitality and national programs for chapters (mini-grants, outstanding chapter award, grant for newly installed or reactivated chapters)  
Determine whether the programs should be continued and/or if new ones should be developed  
Review the effectiveness of Membership Affairs Coordinator and other chapter officers  
Review key exchanges that occur between chapters and NC each year (annual report, rebates, financial reports, etc.)  
Suggest new ideas and strategies for chapter recruitment, retention, etc.

### **Constitution & Bylaws**

Determine whether there may be areas that need updating

## **Publications**

Consider and evaluate the ways in which we reach our membership (lotan, website, chapter and direct mailings, MAL newsletter, member email distribution, chapter officer email distribution, social networking venues) and suggest methods to improve them

Review and evaluate the Directory. It is now only sent to members on request. It is no longer published in hard copy.

Suggest methods to obtain up-to-date and accurate information from members for Directory and database

Suggest improvements and additions to website

Consider the publication of the lotan (format, frequency, size, distribution) and decide if any changes are desirable

The lotan is currently sent electronically to all members except for those who have no email address on file or have requested a hard copy. A notation is added to the database as to whether a member wished to receive a hardcopy

Members are alerted electronically when it is published but problems arise when email addresses are incorrect or have been closed. Discuss ways to address the email dilemma.

## **Finance & Budget**

Set budget priorities

Review National Council office budgets

Review the dues structure and decide if it is still adequate

Review and discuss investment policy and portfolios

Suggest possible fund raising strategies