

COMMITTEES

Fund Raising

Make a plan for raising \$1,500 in the first year
Consider banks, community funds, sponsorships, etc.

Recruiting

Maintain a diverse group of at least 35 members (including at least one attorney and CPA)
Identify skills and interests
Assist with orientation plan to assure proper training
Consider using a mentor for new members to encourage involvement
Talk to member at least once per year to determine interests

Counseling

Make sure that counselors are scheduled for all time periods
Call members when they haven't signed up and encourage participation
Be available to respond to questions regarding reporting and procedures

BAC

Serve as liaison between the Business Assistance Center and SCORE
Attend meetings as needed
Report back to SCORE Steering Committee and General Membership

Orientation

Train new members and give a tour of the building
Follow up within a few weeks to find out if they have scheduled counseling shadowing and answer any questions
Follow up after about six weeks to answer questions and encourage participation

Web Master

Maintain the SCORE website and report to membership

Workshops

Plan and schedule workshops
Make sure volunteers are scheduled to assist
Handle publicity materials and promotion in conjunction with Marketing Chair
Evaluate workshops
Report to membership

Marketing

Write an annual marketing plan for the chapter
Write press releases
Follow through on marketing plan
Recruit assistance from the chapter as needed