

Appendix I
By-Laws
Midwest Collage Society

Committee Chair Responsibilities

Membership Chair

The Membership Chair shall serve as Chair of the Membership Committee, recruit all members, and oversee all activities of this standing committee. The Membership Committee:

- 1) provides current member data to the Communication Chair;
- 2) sends applications to prospective members;
- 3) collects all member applications and annual dues;
- 4) distributes member packets.

The Membership Chair forwards all dues to the MCS Treasurer upon receipt.

Communication Chair

The Communication Chair ensures optimal information flow to MCS members, and to the general public, regarding MCS activities. The Communication Chair is responsible for the quality and timeliness of all written materials distributed to MCS members and to the general public. The Communication Chair oversees the operation of two separate committees: Publicity and Member Information. The Communication Chair selects chairs and recruits members for each.

The Publicity Committee:

- a) identifies publications and other media targets for MCS publicity;
- b) develops press releases and copy for all external publicity, including postcard mailings for MCS group shows;
- c) maintains data base for MCS group mailings to the public.

The Member Information Committee:

- a) provides communications to membership on all major activities of the organization, including program and exhibit calendars;
- b) maintains all internet site information for the MCS;
- c) provides for alternate hard copy distribution to members without internet access;
- d) maintains current member data base;
- e) develops all written materials for membership packet.