



## **Lehigh Valley Interagency Committee (LVIAC)**

### **Committee Position Duties**

#### **1<sup>st</sup> Chair:**

- Oversees the monthly meetings, announces speaker, provides LVBG updates and other information. Oversees in preparing monthly agenda. Receives new membership applications and money from new members. Helps to promote the committee to nonmembers. Oversees the Annual Interagency Community Resources Day Committee (term is one-year min)

#### **2<sup>nd</sup> Chair:**

- Oversees monthly meeting in absence of 1<sup>st</sup> chair. Coordinates in getting and scheduling speaker(s) for monthly meetings, paid members get preference in speaking. Assist in sending information to members. Manages the members information table. Oversees the Annual Breakfast / Lunch and Learn Committee (term is one-year min)

#### **Secretary:**

- Takes minutes of meeting, provides minutes to post on the LVBG website LVIAC page, Provides sign in sheets at meetings for current members and nonmembers. Provided potential new members with membership application and LVBG information. Maintains the membership lists. Assist with monthly agenda along with 1<sup>st</sup> chair (term is 1-year min)

### **Sub-Committees**

#### **Annual Interagency Community Resources Day Committee:**

- This sub-committee oversees and coordinates the annual Interagency Community Resources day. Paid members attend at no cost. Nonpaid members will be charged a fee TBD. Committee reports to 1<sup>st</sup> chair.

#### **Annual Breakfast / Lunch and Learn Committee:**

- This sub-committee assists in putting together an annual breakfast and / or lunch and learns. Separate fees may apply accordingly. Committee reports to 2<sup>nd</sup> chair

#### **Scholarship Committee:**

- This sub-committee develops the new scholarship program. LVIAC will award two scholarships in the amounts of \$ 500.00 each. Certain criteria must be met and include social / human services.

#### **Volunteer Recognition Committee:**

- This sub-committee works with membership agencies to recognize volunteers or others who go beyond in helping others, giving back or making that positive difference. Committee solicits and collects information and a nomination form. An outstanding achievement award or something similar will be awarded at our Breakfast meeting Oct 31<sup>st</sup> or TBD

#### **Membership Committee:**

- This subcommittee works on collecting membership information to be placed in the annual membership book and information for the LVBG website

Each sub-committee chair will give a report of their committee at the monthly meeting