

## SDASFAA COMMITTEE VOLUNTEER FORM

**2023 Spring Conference Committee:** The Conference Committee responsibilities shall include activities associated with preparations necessary for the Spring Conference. Duties include choosing a site for the conference, organizing meals, entertainment, and decorations, and working with the Training committee to solicit session proposals and presenters. This committee will be active from September 2022 through April 2023.

**Fall Decentralized Training Committee:** The Fall Decentralized Training Committee responsibilities shall include activities associated with preparations necessary for the annual fall training. Specific duties include securing a site, organizing snacks, and working with the Training committee on sessions and presenters. This committee is active June through November.

**Review Committee:** This committee shall contact the Treasurer to coordinate an annual audit of the financial records of the Association and shall report to the membership at the annual business meeting and to the Executive Council at the first meeting of the new year. This committee typically meets once a year in January/February.

**Communications and Website Committee:** This committee will be responsible for maintaining the SDASFAA website and listserve and facilitating communications amongst the membership. Specific duties will include updating the website with events and other communications, publishing a quarterly newsletter with association news, and hosting Zoom meetings during the year.

**Membership and Records Committee:** This committee is responsible for compiling and maintaining the membership directory of the association and shall serve as the Association historian by collecting and maintaining official Association documents, memorabilia, and photographs. The committee shall also be responsible for development and solicitation of new members along with following up with any members that have not renewed their annual membership.

**Training Committee:** This committee will be responsible for selecting and organizing the training programs for the current year. Specific duties will include selecting the NASFAA credentials for each conference, facilitating additional training opportunities at each conference and with Zoom calls, prepping the materials for the High School Counselor workshops, and soliciting presenters.

**Volunteer Name** \_\_\_\_\_

**Institution or Agency** \_\_\_\_\_

**I would like to volunteer to be on the following committee(s):**

- 2023 Spring Conference Committee**
- Fall Decentralized Training Committee**
- Review Committee**
- Communications and Website Committee**
- Membership and Records Committee**
- Training Committee**
- Sign me up for any committee that needs my help**