



IABC COMMITTEE REGISTRATION

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An excellent way to get more involved in the International Association of Business Communicators is through its various committees. We've listed and described some of the IABC/St. Louis committees below. If you would like to participate, or if you need additional information, please check the desired committee and we will direct this request to the appropriate contact. Thank you.

- NEWSLETTER** A committee chair and writers are needed to help keep members informed with the IABC Newsletter. We are planning a monthly e-mail newsletter that may replace the print version. This is a great opportunity for students and members who are looking to add to their portfolios. This committee will meet once each quarter for planning, with most of the work being done independently.
- PUBLIC/COMMUNITY RELATIONS** Help identify opportunities for local publicity, write press releases and assist with other activities to raise overall awareness of IABC in the St. Louis metro area. Since the majority of this business can be handled via phone and e-mail, no more than one planning meeting will be required.
- MEMBERSHIP** Assist the VP of Membership with various activities including a quarterly **New Member Breakfast**. This committee will organize a brief breakfast networking session for new members. Specific tasks include keeping track of new members, inviting them to the breakfasts, arranging and attending the breakfasts. A great way to network and meet new arrivals to IABC!
- BRONZE QUILL** A chairperson and several volunteers are needed to help plan the 2003 Bronze Quill Awards - one of our biggest events held each May. Activities include: theme development, creating promotional pieces, organizing and judging entries and coordinating the awards banquet. A great opportunity for those wanting to advance their leadership skills!
- SOCIAL EVENT PLANNING** This year we would like to host a purely social event to give members an opportunity to network outside of the monthly lunch meetings, where most of the time is taken up by the speaker. This committee will attend approximately two planning meetings, contact possible host venues, work with the IABC office staff to communicate event to members, and coordinate event set-up and staffing.
- AWARD JUDGING** IABC/St. Louis frequently receives requests from other chapters to provide judges for the Bronze, Silver and Gold Quill award programs. A committee chair and volunteers are needed to serve as judges in response to these requests. A great way to get a peek at what strategies and tactics fellow communicators implement in their organizations.
- PROGRAM PLANNING** Be among the first to know what exciting programs we have planned for this year when you assist the VP of Professional Development with coordination of arrangements (location, menu, speaker, etc.) for monthly meetings.
- STUDENT CHAPTER** A volunteer is needed to direct student chapter activities (i.e. - mentor program) and give potential student members information about the chapter.
- ELECTRONIC COMM.** Assist with the planning, development and marketing of the IABC St. Louis web site.

Member Name _____

Place of Employment _____

Phone (_____) _____ Fax (_____) _____

E-Mail Address _____

Fax



Fax this completed form to:
(314) 644-6776

Mail



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