

## **Special Projects Committee**

The make up of the committee fluctuates during the course of the year. Volunteer opportunities are available for the projects listed below. The chair of the committee is a voting member of the Board, and has such is expected to attend regular and special Board meetings. The Chair is responsible for overseeing the following Committee work and recruiting volunteers for each specific project.

Interest Survey  
Annual Salary and Benefits Survey  
Website  
Community Challenge  
Silent Auction

### **Interest Survey**

The purpose of this Committee is to provide the Chapter with analysis of the membership regarding the individual member's wants and needs from their Chapter through an annual survey. This consists of overseeing the revision and distribution of the survey questionnaire, review of information provided by members; and providing the final results to the Board and membership as a whole via the website and/or regular mail (if requested).

### **Annual Salary and Benefits Survey**

The purpose of this Committee is to provide income to the Chapter through collection, compilation and dissemination of survey information by soliciting such information from legal organizations within the Chapter's jurisdiction, on salaries paid and benefits provided to non-legal personnel employed by such legal organizations, ensuring the viability of such information, and making such information available to subscribing members and non-members of the Chapter.

#### **Project Specifics**

1. Establish dates for a) review of current survey; b) sending survey to LaRosa accounting firm for their review; c) finalizing survey; and d) mailing survey questionnaires.
2. Make changes to the format/questions on the survey.
3. Meet with Committee to approve changes to the format (internal)

4. Mail the survey to LaRosa accounting firm (draft)
5. Approve LaRosa accounting firm results.
6. Coordinate survey timing with LaRosa accounting firm.
7. Mail survey results to participants.
8. Update participant/non-participant database.
9. Update the address database.
10. Keep a record of funds from each year's salary survey.
11. Send survey information to the Res Gestae and The Indiana Lawyer.
12. Follow-up on requests to receive a copy of the survey.
13. Generate a profit and loss report for the ALA Chapter Board meeting and Treasurer.

### **Website**

The purpose of this Committee is to provide a link between the webmaster and the Board through direct communication in order to coordinate efforts to establish and maintain an online presence for the benefit and use by Chapter members and others with interest in the Chapter. The website is designed to provide the Chapter members access to information about the Chapter, the calendar of events, all Committees with contact information of the chairman and membership information for both local and national affiliations.

### **Community Challenge**

The purpose of this Committee is to provide the local venue for Chapter participation in National ALA annual Community Challenge Weekend, held in the fall each year, which fosters community service and volunteerism, while promoting collegiality among Chapter members.

### **Project Specifics**

1. Make recommendations to the Board as to opportunities of service;

2. Organize event; and
3. Solicit participation.

### **Silent Auction**

The purpose of this Committee is to provide and implement ideas for the Silent Auction presentation to be given at the annual National ALA Conference.

### **Project Specifics**

1. Make recommendations and obtain approval for the items to be purchased; and
2. Organize packaging and transporting to the Annual National ALA Conference.