



American Welding Society

Houston Section

Publicity & Program Committee

The responsibility of the Publicity and Program Committee is to promote the activities of the Section to Society membership and to the public, and to coordinate the programs of the Section.

The Publicity & Program Committee is to be assisted by the 1st Vice Chair.

Specific duties include but are not limited to:

- 1) Arrange for speakers at the regular monthly meetings, and coordinate speaker's gifts to be presented at the conclusion of the presentation.
- 2) Arrange for the necessary audio-visual equipment for the presentations at the monthly meeting location.
- 3) Provide name tags for monthly meeting attendees, and maintain an attendance log for meetings and plant tour participants.
- 4) Coordinate the spring (March/April) plant tour. The tour should be within the Section's geographic area, and be of universal interest to Section membership.
- 5) Coordinate the publication of the monthly newsletter. The newsletter should contain Section activities, sponsors, and new members/transfers, as well as any other information that is deemed appropriate by the Executive Committee.
- 6) Submit copy and photographs to National for inclusion in the Section News Department of the Welding Journal for all Section events.
- 7) Maintain the Section website.

Hospitality Committee

The responsibility of the Hospitality Committee is to organize the functions that compliment the regularly scheduled meetings and to coordinate social functions apart from the regular monthly meetings.

The Hospitality Committee is to be assisted by the 2nd Vice Chair.

Specific duties include but are not limited to:

- 1) Organize the annual golf tournament.
- 2) Organize the fall social event.
- 3) Serve at reception table for monthly meetings.
- 4) Distribute and tally meeting attendance flyers.
- 5) Arrange for door prizes for monthly meetings.

Membership & Sponsor Committee

The responsibility of the Member & Sponsor Committee is to promote membership in the Section and the Society, and the solicitation of Section sponsorships.

The Member & Sponsor Committee is to be assisted by the Past Chair.

Specific duties include but are not limited to:

- 1) Review membership files for the Section to determine completeness, accuracy, and current status of existing records.
- 2) Contact entries on the Section's Hot Sheet from National in an attempt to renew membership.
- 3) Send a letter of welcome to new members and transfers with an explanation of Section activities and contacts for possible inquiries. Names should also be forwarded to the 1st Vice Chair for inclusion in the newsletter and/or website.
- 4) Maintain contact with current Section sponsors and solicit new sponsors according to the guidelines of the Sponsorship Program.

Education Committee

The responsibility of the Education Committee is to promote the advancement of education through organized programs. The educational program should be as fundamental in nature as possible and aimed at a reasonably broad audience.

The Education Committee is to be assisted by the 2nd Vice Chair.

Specific duties include but are not limited to:

- 1) Organize fall (October / November) and spring (March / April) educational courses, lectures, and/or demonstrations.
- 2) At the conclusion of each event, a participation and financial report is to be submitted to the Executive Committee.
- 3) Prepare and distribute Certificates of Completion for each participant in the fall and spring programs.
- 4) Coordinate the Section Scholarship program.