



# Oregon Permit Technicians Association

## President's Call for Committees

Please read the descriptions of the committees available for volunteering opportunities. Please add your name to the committee you would like to be involved with and identify any committee you are interested in chairing or serving as the co-chair.

The chair is responsible for scheduling and running the meetings, and ensuring monthly reports are delivered to the Chapter Secretary no later than 2 business days prior to our monthly meetings. Vice chairs will run the meeting in the absence of the Chair and typically write the committee reports, but that will be the choice of the committee.

Chapter members are encouraged to volunteer for multiple committees but can only serve as Chair for one committee per term. Please note service on a committee is for a term of one year and many of our committees involve minimal time commitments each month.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

***Please choose your level of service by checking the box: Chair, Vice Chair or Member and email it to us at [info@oregonpermittechs.com](mailto:info@oregonpermittechs.com).***

**Membership:** This committee shall create, prepare, and maintain membership information for current, new, and prospective members. This information may include brochures, welcoming letters and OPTA certifications. They shall provide an up-to date list of eligible voting members at each general membership meeting and suggest dues to the Board of Directors with input from the OPTA members and assist the Secretary with notification of dues and new memberships.

Chair  Vice Chair  Member

**Outreach Committee:** This committee shall setup and distribute through the Board of Directors and with their approval a minimum bi-annual newsletter containing articles of interest to OPTA members, inform members of training & education possibilities, to share thoughts and ideas, names, and contact numbers for OPTA officers and committees, job opportunities, and to help introduce the OPTA to the State of Oregon. This committee also build and maintain the WEB page for OPTA containing newsletter information and other information of interest to OPTA members. Social Media platform updates to reflect current items of interest to OPTA membership, updated regularly.

Chair  Vice Chair  Member

**Education & Certification Committee:** This committee will deal with scholarships, education, and certification training of the members of the OPTA. Conceptualize, develop, and maintain all materials and programs necessary to initiate and carry on any manner of educational, training, or intellectual endeavor intended to facilitate certification, clarify or simplify the job-related tasks and to improve the performance and professionalism of those involved in the permitting process or related field. Schedule and arrange instructors and speakers for certification training classes and educational opportunities.

Chair  Vice Chair  Member

**Bylaws Committee:** This committee will review and update annually the Bylaws for action by the Board of Directors.

Chair  Vice Chair  Member

**Conference and Event Committee:** This committee shall be responsible for scheduling and reserving meeting room facilities for the quarterly and annual meetings; plan for any necessary equipment and supplies for speakers and training programs; providing lodging/ reservation information for the members; arrangements for food and beverages as needed for meetings; arrangements for a member hospitality room and other needs as directed by the board.

Chair  Vice Chair  Member