

## STC Office and Community Affairs Committee (CAC) Responsibilities

Use the information in the following table when your community needs assistance.

### Definitions:

*CAC Leads:* A member of the CAC is responsible for completing this task.

*CAC Supports:* A member or members of the CAC will help complete this task.

*STC Leads:* A member of the STC office staff is responsible for completing this task.

*STC Supports:* A member or members of the STC office staff will help complete this task.

<b>Community (Chapter or SIG) Lifecycle Event</b>	<b>CAC Leads</b>	<b>STC Leads</b>	<b>CAC Supports</b>	<b>STC Supports</b>
<b>1.0 Initiating a Chapter or SIG</b>				
1.1 Respond to queries about process and forms	X	X		
1.2 Bring motion to create to the Board	X	X		
1.3 Initiate a web site and hosting, update STC web site		X	X	
1.4 Set up and administer email lists		X		
1.5 Generate a new tax ID (chapters)		X		
1.6 Request and receive budget request		X	X	
1.7 Receive funding		X		
1.8 Update Leadership database		X	X	
1.9 Ensure access to community membership reports		X	X	
1.10 Send welcome email; offer suggestions for programming and other resources	X	X		
<b>2.0 Running a Chapter or SIG</b>				
2.1 Develop and update bylaws (chapter)	X			X

2.2 Describe leadership roles and hold an election	X			X
2.3 Plan chapter events			X	X
2.4 Assist with Adobe connect and facilitation		X	X	
2.5 Advertise Chapter events (social media, newsletter, etc)			X	X
2.6 Develop annual financial report template, complete, return to STC				X
2.7 Develop of annual budget request template, complete, return to STC				X
2.8 Assist with succession planning	X			
2.9 Provide general assistance to maintain vitality	X			
<b>3.0 General Assistance to all Communities</b>				
3.1 Develop, update, and maintain the Community Handbook, leadership calendar, community success plan, and related procedures	X			
3.2 Organize and manage Leadership Day	X			X
3.3 Schedule and deliver community-member-only webinars		X	X	
3.4 Sponsor and administer community membership drives		X	X	
3.5 Submit information for community awards	X			X
3.6 Schedule and deliver community-leader webinars	X			X
3.7 Periodically contact communities to offer support	X			
3.8 Post Society and CAC events on website and social media	X			
<b>4.0 Shutting down a chapter or SIG</b>				
4.1 Assist in troubleshooting issues	X			X
4.2 Assist in merging with another chapter if appropriate	X	X		
4.3 Dissolve chapter or SIG	X	X	X	

