

Active Retirement Association Committee Opportunities 2011-12

Make your ARA experience more interesting and rewarding while you help your organization. Please consider joining a committee.

<u>Committee</u>	<u>Purpose</u>	<u>Tasks of members</u>	<u>Meetings</u>	<u>Chair</u>
Audio-Visual	Provide audio-visual equipment for ARA events as needed.	Set-up & operate A-V equipment. Maintain equipment.	As necessary.	Don Clark, 603-431-0051
Cultural Tours	Organize & supervise tours.	Research tour destinations. Select sites. Assist in supervising tours.	Once a month except July & August.	Gayle Hysten, 603-659-2422
Facilities	Arrange for sites for ARA programs and events.	Schedule sites for activities. Assist in set-up of sites.	Assist with set-up for General Meetings.	Steve Fink, 603-397-5519
Hospitality	Arrange for refreshments at General Meetings. Plan luncheons.	Plan & prepare refreshments for General Meetings. Select sites & host luncheons.	3-4 times a year or as necessary.	Deidre Prescott, 603-749-4473
Membership	Maintain membership records. Provide badges for members. Provide information for potential members. Integrate new e-mail program.	Maintain & update member database. Produce mailing labels & name tags. Prepare membership lists. Recruit new members. Set-up e-mail notification system.	As necessary.	Carol Caldwell, 603-343-1004
Memorial Fund	Oversee memorial funds & arrange for special programs open to community.	Track investments and recommend changes to Board as appropriate. Plan & implement special programs.	6-8 times a year.	Joyce Sheffield, 603-868-1882
Program	Arrange programs any for any of the four terms.	Research topics and presenters. Prepare schedule of programs. Coordinate & introduce a series.	Monthly except between terms.	Tom Tatarczuch, 603-868-5515
Publications	Prepare & distribute ARA publications to members. "Stuffers 'n Stampers"	Format program schedule. Prepare newsletters. Arrange for printing & distribution. Assemble publications for mailing.	As necessary. 8 times a year.	Judy Getchell, 603-397-5046
Public Relations	Publicize ARA activities. Make presentations as needed.	Develop relations with media. Write news releases. Oversee & maintain expanded web site. Set plan for ARA brochure distribution.	As necessary. Join team to post ARA information.	Nancy Starks-Cheney, 603-292-6234