



Colorado Professional Videographers Association
www.COPVA.org
president@copva.org

2011 Board Roles and Responsibilities

(over-and-above what is already stated in the COPVA bylaws)

Larry Chapman

President

Sponsorship procurement and maintenance
General communications to members
Facebook & Meetup update/maintenance
Election Committee Chair
Promotions Committee Chair

Dan Zimmerman

Vice President

Hospitality Committee Chair
Membership Committee Chair

Sonya Shannon

Secretary

Maintenance of “lists” (members, interested parties, etc.)
Monthly meeting “greeting table”
Name tag and press pass creation

Kathy Morelli

Treasurer

Member certificates
Monthly meeting food & drink purchase
Monthly meeting “greeting table”
Meeting Attendance

Jay Shaffer

Sergeant at Arms

Webmaster
Physical meeting set-up

Committees

Election Committee

Hold elections, ballot prep & counting, communicate roles & responsibilities to members, alert members of election schedule & process

Event Committee

Seminars & workshops, guest speakers (Skype and in-person), holiday party, summer picnic, scavenger hunt, brown bag, auctions & raffles, miscellaneous sales

Hospitality Committee

Food & drinks, set up chairs, clean-up

Promotion Committee

Recruitment, outreach, VidExpo, NAB, WEVA, brochures, promo videos

Membership Committee

Greeters, member orientation, member involvement (Committees, speakers & presenters), staying in touch with current (and past) members, end-of-year member awards