

## Gamma Beta Phi Committees

### **Social/Food Committee**

The Social/Food Committee works together to plan, coordinate and implement GBP chapter events. Committee duties include finding/ reserving the location, setting up dates/ times, calculating expenses (under the guidance of the Chapter Advisors), sending out invites/ reminders/ RSVPs, etc. Committee members will purchase appropriate snacks at each meeting (including food, cups, napkins, etc.), with all expenses funded by the organization.

### **Sponsorship Committee:**

The Sponsorship Committee seeks corporate funding for organization programs and events. Committee duties include drafting proposals, meeting with potential donors and soliciting companies/organizations for sponsorship.

### **Projects Committee:**

The Projects Committee will identify and coordinate potential community service projects for Gamma Beta Phi. Committee duties include setting up dates/times, distributing information to chapter members and collaborating with other organizations (including other service organizations at UTK, along with any GBP chapter across the nation).

### **Corresponding Committee:**

The Corresponding Committee works with the Corresponding Secretary to track and manage individual service points for all GBP members. This committee should meet at least once a month to track members' points, along with photo submissions.

### **Professional Development:**

The Professional Development Committee will promote professional development programs, resources and activities for the GBP membership. Committee duties include organizing professional development events and promoting the national GBP Job Board. Graduate students are encouraged to participate.

### **Tutoring Committee:**

The Tutoring Committee coordinates tutorial services for GBP membership. Your experience can help other members achieve academic success! Graduate students and upperclassmen are encouraged to participate.

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### **Committee Rules:**

- ✚ Committees should meet at least once a month
- ✚ Each committee is tasked with electing a Chair
- ✚ Minutes from each meeting should be sent to the Recording Secretary, President and Chapter Advisor