

- ## Sub-Committee Chair Nomination Form

# Sub-Committee Chair Duty Description

## Fundraising Chair:

- Will report to the Committee Chair.
- Responsible for planning and directing fundraising events needed to boost revenue in order to achieve the IMSC Round Tables' strategic annual plans.
- This individual will appoint event leads and oversee fundraising event committees, meetings and activities.
- In addition, the fundraising chair shall build and cultivate relationships with donors and sponsors.

## Enterprise Liaison:

- Will report to the Committee Chair.
- Will be the POC for each Directorate, Primary Subordinate Units (PSU) and all Detachments to provide event updates and encourage AFIMSC-wide connectedness.
- Will coordinate with other JBSA Private Organizations to increase AFIMSC involvement within the JBSA community.
- Through assistance from the Committee Chair will establish PSU and Dets POCs.
- Shall assist SWAG Chair with SWAG orders and shipments to PSUs and Dets.

## SWAG Chair:

- Will report to the Treasurer.
- Will manage and maintain positive control of the IMSC Round Table SWAG inventory.
- Will research and present new SWAG options when requested.
- Will replenish inventory to appropriate thresholds with approval from the Treasurer.
- Assist Enterprise Liaison with PSU and Det SWAG order shipments.

## Development Chair:

- Will report to the Vice President.
- Will schedule monthly mentoring, professional, and personal development events for all personnel categories.
- Liaise with AFIMSC/DP, JBSA Professional Development, Career Field advisors, Diversity & Inclusion, Airman Family & Readiness Center, Chief's Group and other agencies to schedule events tailored to the development of the AFIMSC-wide officers, enlisted, civilian and families.

## Communications Chair:

- Will report to the Secretary.
- Responsible for managing and maintaining the IMSC Round Table's social media platforms, Gmail account, and Sign-up Genius program.
- Responsible for managing IMSC's events on What's Up USAF App.
- Will market upcoming events with ample time to encourage maximum participation.

## Resiliency Chair:

- Will report to the President.
- Will work with Master Resiliency Trainers to schedule routine events to help reinforce the Resiliency Pillars – Mental, Physical, Social, and Spiritual.
- Liaise with Development Chair, Enterprise Liaison, and Committee Chair to incorporate resiliency skills and mindset to planned social and development events that are available to each Directorate, PSU, and all Detachments.

## Membership Chair:

- Will report to the Treasurer.
- The Membership Chair will develop a membership management tool, maintain and secure accurate records of membership data and collect dues.
- Will create and implement new member, retention and a recruitment plan.
- Work closely with the Committee Chair and Communications Chair to align and promote meetings and events.