

To: All ATI Members

From: The ATI Board of Directors

Date: Fall/Winter of 2009

Re: **Join an ATI Committee!**

The ATI Board of Directors would like to take this opportunity to invite all ATI members to join a committee. Your voice is vital to make our organization as strong as it can be. A description of the work of each ATI committee follows.

To join an ATI committee, please see the list of committee chairs/co-chairs in the October 2009 issue of ATI's *The Road Ahead* e-newsletter, on our "Newsletter" webpage. Then, please contact your committee-of-choice chair/co-chair from the listing on the "Board Members" webpage.

ATI Committees:

Membership Committee – Responsibilities/Tasks: organize and make lists/database; answer inquiries; assist with building membership base by contacting organizations, mailing information, public relations; making sure website is current; outreach.

Registration Committee – Responsibilities/Tasks: research and develop implementation strategy to register members; develop forms; review applications; develop process for applications and system to assure security and confidentiality.

Publications Committee – Responsibilities/Tasks: solicit information for newsletter; create, edit, print and send publications; write; layout; web design; research phone calls.

Ethics Committee – Responsibilities/Tasks: develop process for dealing with ethical violations; ensuring confidentiality; having members sign the code and crosscheck the registry; spend time thinking about issues.

Nominations/Awards Committee – Responsibilities/Tasks: outreach; investigate/confirm achievements; publicity; notification; award design—printing, copying, etc.

Conference Committee – Responsibilities/Tasks: select hotel; meet frequently with conference persons at hotel; compare prices for deals at hotels; contact local visitors bureau; contact local businesses for discounts; confirm accessibility at hotels, restaurants, community and transit; consider A/V supplies and needs—duplicating facility near hotel; prepare call-for-papers with Board Liaisons, develop conference agenda with ATI Board; send out notification to presenters; arrange for mass copying for conference packets.

Organization/Capacity Building Committee – Responsibilities/Tasks: outreach to create partnerships; develop budget projections over three (3) year period by researching sources of revenue and defining needs.