



## 2011 SDA Houston Committee Structure

SDA Houston is organized into eleven (11) committees. This structure helps to guide the functions of the chapter throughout the year.

**Audit Committee** - this is generally a two-person committee that meets at the beginning of the year and reviews the financial records of the chapter for the previous year and confirms that all financial material is available, accurate and complete. This committee completes a two-page report and presents it to the SDA Houston Board. This assists the newly assigned Treasurer to assume the duties for the new year. This two-page report has already been completed and was presented to the Board earlier this month.

**By Laws Committee** - this committee reviews the local By Laws at least once a year to ensure changes are made, when necessary and verifies that any changes required by the national organization are incorporated into our local By Laws. SDA Houston's By Laws will be updated to reflect national updates during the next few months. If you are interested in assisting with this committee, please contact the committee chair. We welcome membership involvement.

**Canstruction Committee** - this committee organizes and sponsors, on behalf of SDA Houston, the annual Canstruction Design/Build Competition for the Houston area. All members are welcomed and encouraged to support SDA Houston's annual charity benefit that supports the Houston Food Bank and the many organizations they help each month. Please contact the committee co-chairs to become involved.

**Education Committee** – three (3) SDA Houston members are serving as the committee in 2009. All SDA Houston members are encouraged to support this committee which organizes all the chapter's education programs and tours. If you have an idea for a program, please do not hesitate to contact our Committee. They are always seeking support in organizing our monthly programs and tours. Please also support our programs and tours with your attendance!

**Finance Committee** - this committee consists of the SDA Houston Treasurer who prepares all the financial reports for the chapter, including writing all checks and collecting all receipts. Treasurer reports to the Board monthly.

**Job Bank Committee** – this committee is managed by the Chapter Past President who receives and forwards information about job positions that come available in the architectural and engineering community for administrative professionals as well as a place SDA Houston members may submit a resume when seeking an administrative position in our professional community.

**Membership Committee** – this committee provides members support with chapter information and recruits and welcomes new members to SDA and SDA Houston. Current SDA Houston members are encouraged to join the committee. As our chapter grows in membership, our organization value expands with each new member's added talents and skills to share with other members. Please send to the committee chair all prospective members' contact information. The committee chair will be happy to contact any new prospective member and discuss SDA Houston and our national organization. Please visit the chapter's website under Membership and fill out a Prospective Member form and send in to the Membership Chair.

**Nominating Committee** – this committee works throughout the year with chapter members and develops nominations for Board positions for the upcoming year. Please work with your Nominating Committee to continue the chapter leadership. This is a very vital committee for the chapter's continued success. If you have a nomination to submit, please contact the committee chair.

**Publication Committee** – this committee has three functions – maintenance of SDA Houston's website, development of SDA Houston publications to expand our reach in the architectural/engineering community and expand SDA Houston's presence in our professional committee via public relations. This committee is in need of an SDA member to assume the role as chapter photographer to help document our events and programs. The chapter is also seeking a member to assist in coordinating other chapter publications. Please consider provided your talents and skills to this committee. This committee can truly expand SDA Houston's presence in our professional community.

**Funding Committee** – this committee works with the Chapter Treasurer in developing fund raising campaigns for the year. This committee is very important to the health of the chapter. Please consider supporting this committee with your ideas and time in developing and implementing fund raising events during the year.

**AIA Liaison** – this committee has been formed to provide a link from SDA Houston to AIA Houston and the AIA community. This committee chair will coordinate communication and cooperation with and from AIA Houston and report to the SDA Houston Board and SDA Houston members.