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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Advocacy & Legislative**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Appointed by the President

D. FUNCTION:

1. Advocacy
2. Monitor state and national legislation

E. RESPONSIBILITIES:

Advocacy

1. Investigates and gathers data on issues of importance to the Chapter.
2. Networks with other organizations on issues of importance to the Chapter.
3. Pursues consensus building with other organizations.
4. Contributes articles regarding advocacy issues to the **MAER NEWSLETTER**.

Legislative:

1. Monitors pending state and national legislation.
2. Develops and maintains a list of Michigan's state legislators and national congressional delegation to contact as needed regarding issues and developments of interest to the Chapter.
3. Keeps the Board informed.
4. Keeps the membership informed through the **Newsletter** and at the annual conference.

F. REPORTS TO: President and Board of Directors.

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Bylaws**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Appointed by the President

D. FUNCTION:

1. Review bylaws.
2. Prepare and recommend bylaws changes to the membership.

E. RESPONSIBILITIES:

1. As directed by the board, review bylaws for possible changes and prepare proposed amendment(s).
2. As directed by the board, review designated section(s) of the bylaws and prepare proposed amendment(s).
3. Submit a proposed amendment to the board at least 15 days prior to consideration by the board.
4. Assist the board in submitting a proposed amendment(s) to the chapter membership at least 30 days prior to consideration by the membership.

F. REPORTS TO: President and Board of Directors.

As directed by the board, submit committee report to the membership at the annual meeting.

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Communications**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Appointed by the President

D. FUNCTION: To maintain the Chapter website, domain name and email accounts

E. RESPONSIBILITIES:

1. Purchases or joins electronic communication memberships as directed by the board.
2. Communicates with AER to maintain the website.
3. Updates the board listserve
4. Monitors the board listserv
5. Updates the Chapter manual at least yearly and provides copies to new board members
6. Sends AER e-blast communications as directed by the board
7. Sends MAER publicity communications through the Michigan VI listserve
8. Responsible for the electronic distribution of the newsletter on the Michigan VI listserve

F. REPORTS TO: President and Board of Directors

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## MAER COMMITTEE

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- A. NAME OF COMMITTEE: **Conference Planning**
- B. TYPE OF COMMITTEE: Standing
- C. CHAIRPERSON: Appointed by the Board.
- D. FUNCTION: To plan the programming for the annual conference
- E. RESPONSIBILITIES:
1. Plan, coordinate and present general programming at the annual conference.
  2. Develop a program containing sessions of interest for education and rehabilitation members.
  3. Solicit programming ideas from the board and from the membership.
  4. Submit the program to the Board for review.
- F. SPECIFIC DUTIES: See attached.
- G. REPORTS TO: President and Board of Directors.

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## MAER CONFERENCE PLANNING COMMITTEE DUTIES

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1. Arrange for conference facilities.
  - Location - Should be convenient to reach.
  - Parking - Should have adequate/safe parking.
  - Lodging - Block out \_\_\_\_\_ rooms for conferees, speakers and exhibitors.
  - Meals - Luncheon/banquet: arrange for appropriate meals.
    - Arrange for head table with "Reserved" signs.
    - Arrange for Board table with "Reserved" signs.
    - Contact **MOA** to arrange for breakfast sponsorship.
    - Arrange for table centerpieces/flowers.
    - Arrange for gifts for drawing.
  - Registration table
    - Arrange for staffing.
    - Arrange for conference packets (Print & Braille).
2. Invite speakers.
  - Reimbursement: With Board approval, lodging and transportation
  - Receives luncheon / banquet ticket.
3. Invite exhibitors.
  - Exhibitors fee: Non-profit - no fee    Profit- \$100.00
  - Exhibitors pay for meals.
  - Arrange for exhibitor's room which must have adequate electrical outlets and lighting.
4. Pre-conference mailing.
  - Obtain mailing labels from Membership chairperson.
  - Include tentative program, registration form and hotel registration form.
  - Mail by August/September.
5. Conference packet.
  - Arrange for conference packets for pre-registrants.
  - Packets should include:
    - Final program (Print or Braille)
    - Name tag
    - Meal ticket
    - Registration receipt
    - List and biographies of presenters
    - List of exhibitors
    - Evaluation form
    - Any hotel/motel information
    - Any Chamber of Commerce information
  - Arrange for extra conference packets for late registrants.
  - Arrange for ribbons for officers, presenters and exhibitors.
6. Division meetings.
  - Contact Division leadership and schedule time for meeting.
7. Continuing education credit.
  - Apply for State Continuing Education Clock Hours (SCECH) from the Michigan Board of Education, and Continuing Education Units from ACVREP.

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Historical**

B. TYPE OF COMMITTEE: Standing committee

C. CHAIRPERSON: Appointed by the President

D. FUNCTION: Collects and maintains the Chapter archives.

E. RESPONSIBILITIES:

1. Secure and maintain permanent records for the Chapter.
2. Keep a record of all officers, addresses, telephone numbers and their term of office.
3. Maintain a file of the Chapter newsletter.
4. Maintain a record of awards given and the criteria for selection.

F. REPORTS TO: President and Board of Directors.

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Membership**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Appointed by the President

D. FUNCTION: Monitors and maintains the Chapter membership

E. RESPONSIBILITIES:

1. Works with AER to update and maintain the Chapter membership list.
2. Reviews membership lists forwarded by AER and, as necessary, contacts individuals and/or organizations who have not renewed their membership.
3. Forwards address and other membership corrections to AER.
4. Writes column for Chapter newsletter summarizing membership information.
5. Provides membership labels (sorted by zip code) to Editor of the **Newsletter**.
6. Provides, on request, membership listing to President, officers, board memberships and committee chairpersons.

F. REPORTS TO: President and Board of Directors.

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Newsletter**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Editor appointed by the President

D. FUNCTION: To prepare and circulate the Chapter **Newsletter**

E. RESPONSIBILITIES:

1. Prepares and distributes the newsletter as directed by the board.
2. Sets deadlines for the respective issues.
3. Reserves a column of the Newsletter for the President to update the membership on Chapter business.
4. Solicits articles from board members, members and others.

F. REPORTS TO: President and Board of Directors



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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Nominations**

B. TYPE OF COMMITTEE: Standing

C. CHAIRPERSON: Immediate Past President

D. FUNCTION: To prepare a slate of nominees for President-Elect, Secretary, Treasurer and Board Members.

E. DUTIES AND RESPONSIBILITIES:

1. Selects nominees (who are members in good standing) for the positions of:
  - President-elect
  - Secretary
  - Treasurer
  - Directors
2. Secures biographical information from the nominees along with a written statement indicating their willingness to serve.
3. Presents slate to Board at Winter board meeting.
4. Presents slate to membership (along with biographical information) at the business meeting at which elections are conducted.

F. REPORTS TO: President and Board of Directors

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## MAER COMMITTEE

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A. NAME OF COMMITTEE: **Resolutions**

B. TYPE OF COMMITTEE: Special

C. CHAIRPERSON: Appointed by the President

D. FUNCTION: Prepare and present resolutions

E. RESPONSIBILITIES:

1. Receives, edits and rewrites proposed resolutions.
2. Presents proposed resolutions to memberships at annual business meeting.

F. REPORTS TO: Membership at the annual meeting.