

Committee Preference Form

THE DESK AND DERRICK CLUB OF HOUSTON, TEXAS

Committees (Standing Rules – Article IV)

Name: _____ Phone: (O) _____ (H) _____

I would like to be chairman of the following committee(s):

My first and second choices for committee work are as follows:

FIRST	SECOND	COMMITTEE DESCRIPTION
		Audit – Audit financial records of the club. Count votes as required at business meetings.
		Contact – Take reservations, collect dinner fees, and distribute badges at meetings. Welcome guests, new members, and transferees. Promote fellowship and goodwill at meetings and send appropriate messages to members who or ill or bereaved. Select meeting site for succeeding year, confirm dates for approval by the Board, and make all meeting arrangements.
		Education – Arrange financially self-sustaining special educational activities including field trips. Prepare training for new officers and chairmen. Acquaint new members with purpose, function, activities, history, and rules of ADDC and Houston Club. Encourage members to speak before groups on issues affecting energy related industries. Plan and arrange for club participation in Association Conventions and Region IV Meetings.
		History – Maintain records throughout the year of membership numbers and activities of the Houston Club and complete an Annual Report to be placed in the permanent records.
		Membership – Promote and process new memberships, maintain membership and activity records, and prepare Directory and supplements for distribution.
		Nominating – Secure qualified candidates for each club office and for ADDC offices for ensuing year.
		Program – The Vice President is chairman of the Program Committee. Plan monthly educational programs in accordance with Club and ADDC Bylaws and installation of officers in December.
		Public Relations/Club Sales – Responsible for all press interviews and releases; for club participation in any outside activity, and furnish employment information to members. Promote and handle sales of all ADDC materials and specialty items for the club.
		Publications – Compile, furnish, and distribute <i>The Catline</i> each month. Maintain current membership address lists, distribute, or furnish address labels for any other special mailings of the club as directed by the Board of Directors.
		Rules – Prepare and submit proposed rules amendments, local and ADDC. Review and revise committee guidelines as required.
		Scrapbook/Photography – Obtain photographic coverage of all functions of the club and prepare President’s scrapbook or photographic album.
		Social – Plans and arranges all social activities, takes reservations, and collects registration fees.