

Section 11.

DIRECTOR OF NATIONAL PAYROLL WEEK

(Does not require National APA membership)

- Attend all meetings (Officer's and Chapter)
 - officer's meeting held first Thursday each month except January
 - chapter meeting held third Thursday each month except January
 - ~ take pictures of monthly meeting speakers / attendees

- Coordinate activities for National Payroll Week
 - access APA national website for NPW planning guides
 - create a committee to assist in NPW planning and responsibilities
 - promote awareness of NPW to local communities / businesses
 - ~ use emails from APA National / create flyers
 - ~ urge members to promote awareness in own companies
 - plan a community project for NPW
 - support National Education Day
 - ~ urge members to participate in teaching the "Money Matters" lesson at local high schools
 - plan media coverage for NPW celebrations (what it means)
 - plan GNC monthly meeting celebration of NPW
 - ~ order decorations (balloons / posters)
 - ~ order cake for NPW chapter meeting (get attendee count)
 - ~ create activity for table teams at NPW chapter meeting
 - ~ outline / acquire give-aways / prizes

- Obtain Proclamations from Governor and Mayor
 - access APA national website for planning guides
 - submit proclamation requests via email
 - ~ include an attachment of proposed proclamation wording
 - be sure to solicit from all surrounding city mayors

- Write up Chapter's NPW submission for APA National
 - outline for write-up available on APA National NPW website

- Welcome attendees prior to each meeting
 - if not a 'greeter' ~ welcome members as you wander the room

- Work on the TN Statewide Conference Committee
 - inquire about tasks to be completed

- Work with Chapter Communication Coordinator to keep NPW page updated
 - submit informational updates / testimonials / pictures

- Work with Chapter Treasurer to prepare NPW budget to be presented at the May Officer's meeting for approval
 - outline costs for decorations, cake, activity supplies, any expenses related to community event, etc.
 - ~ inquire about ordering shirts for officers
 - ~ inquire about ordering give-away NPW items

- Director of NPW has one vote in all elections and Chapter business