



Events Committee

Scope:

The Events Committee shall identify, schedule, develop, and coordinate events that are sponsored by the USO Indiana in support of troops and military families in Indiana.

Structure:

The Events Committee will be composed of volunteers in good standing with the USO Indiana. There shall be one chairman of the Events Committee who will be appointed by the president and approved by the Board of Directors. The chairman will appoint a secretary to the committee whose responsibility it will be to keep accurate minutes of all committee meetings. All USO Indiana centers will be represented on the Events Committee, and membership will also include community volunteers in good standing with the USO Indiana. It is expected that the roster of the Events Committee shall grow to include approximately 25-30 volunteers, based on their participation in Events sponsored and coordinated by the committee. A core Executive Subcommittee, whose membership is approved by the USO Indiana Board of Directors, shall conduct the regular business of the committee.

Duties and Responsibilities:

The primary responsibility of the Events Committee will be to identify, schedule, staff, and coordinate USO Indiana presence and/or sponsorship of events that support the troops of the armed forces of the United States, and their families, in Indiana. All events that involve USO Indiana participation or representation, whose primary or sole purpose is to provide service, recreation, or assistance to the armed forces of the United States who are serving or stationed in Indiana, and/or their families, will be scheduled and coordinated by the Events Committee, including events for recreation at Camp Atterbury.

Event coordinators for the Events Committee will prepare proposals that describe USO Indiana involvement, expenditure requests, or volunteer time, for presentation and approval by the Events Committee and the Board of Directors. Event coordinators will be responsible for maintaining complete and permanent records of volunteer hours required for preparation and event participation, expenditures, and numbers of troops served, and they shall prepare written reports to be presented to the USO Board of Directors in a form that is permanent and accessible to the Executive Committee.



Events Committee, continued

Event coordinators will work with the Fund Raising committee to coordinate their efforts to find cash and non-cash contributions and monetary support for events that are sponsored by the Events Committee, if necessary.

The Events Committee Chairman and Executive Subcommittee will be notified by the Board of Directors of requests for USO Indiana participation in troop-focused events.

Membership:

The Chairman Executive Subcommittee will work with the Human Resources committee to populate the committee with members whose skills and/or experience include experience in event organization, inventory control, decision-making with respect to the appropriateness and feasibility of proposed events, and ability to meet the public and represent the USO Indiana. Care shall be taken that committee members represent all active USO Indiana centers as well as community volunteers. The USO Indiana Board of Directors will approve committee membership appointments.

Meeting, Reporting, Oversight:

The Events Committee will meet at least monthly, or more often as is desirable and necessary. The chairman will cause accurate minutes of meetings to be prepared and submitted to the Secretary of the USO Indiana, and all deliberations, event proposals, and event reports will be maintained in a permanent form that is accessible to the USO Indiana Executive Committee. The chairman of the Events Committee will prepare a monthly report of Events Committee activities and plans that will be presented to the Board of Directors at the first Board meeting following the end of each calendar month, or more often as requested by the Board of Directors. This report will become part of the minutes of the Board of Directors meeting. By the end of each calendar year, the Chairman of the Events Committee will present a preliminary schedule of anticipated events for the coming calendar year to the Board of Directors. The president of the Board of Directors will appoint a member of the Board of Directors to provide liaison and oversight between the Events Committee and the Board of Directors.



Public Relations Committee

Scope:

The Public Relations Committee shall develop and direct all external communications of the USO Indiana, including but not limited to media relations, press releases, coordinating a USO Indiana Speaker's Bureau, recruiting volunteers as photographers for all USO events and activities, coordinating development and maintenance of the USO Indiana web site, and public service announcements.

Structure:

The chairman of the Public Relations Committee will be appointed by the president and approved by the Board of Directors. The chairman will appoint a secretary from among the membership of the committee whose responsibility it will be to keep accurate minutes of committee meetings. The Public Relations committee will be composed of approximately 20 members, to include at least six people with knowledge, skills and equipment to serve as official photographers at USO Indiana events, two-three individuals with web site design expertise, at least two people with graphics expertise, and at least four individuals with writing and editing for publication expertise.

Duties and Responsibilities:

Specific duties and responsibilities of the Public Relations Committee:

1. Develop and maintain a Speaker's Bureau, including but not limited to preparing and maintaining a Power Point™ presentation for use by USO Indiana speakers, and to seeking and coordinating requests for speakers from outside the organization.
2. Prepare press releases regarding USO Indiana events and activities, for approval by the Executive Committee and in cooperation with Events and Fund Raising committees; maintain media contacts and disseminate approved press releases and media support material for USO Indiana events and activities.
3. Coordinate with other committees, especially Events Committee, to publicize USO Indiana events and activities, including providing photographers to cover and photograph them for web site and press kits.
4. Maintain and monitor activity at a Facebook or similar social networking site, with

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Public Relations Committee, continued

- Executive Committee oversight, for USO Indiana where needs for non-cash and cash contributions can be posted, in cooperation with Center Coordinators and Fund Raising committee.
5. Maintain and keep USO Indiana web site current, including stories about recent events and activities and a gallery of photographs of USO activities, an archive of USO Indiana newsletters, and events. Develop and recommend web site policies to the USO Board of Directors for its approval.
 6. Maintain and disseminate public service announcements for all media.

Membership:

The Chairman will work with the Human Resources committee to populate the committee with members whose skills and/or experience include writing and editing for publication, graphics, web design, photography and/or experience with good quality digital cameras (at least 300 dpi digital files), and time and ability to attend USO Indiana events and other public relations events. Care will also be taken that volunteers from all USO Indiana centers are represented on the Public Relations Committee as well as community volunteers. Committee member appointments will be submitted to the Executive Committee for approval.

Meeting, Reporting, Oversight:

The Public Relations Committee will meet at least once each month, or as needed, to accomplish its goals and objectives. A monthly report shall be made to the next scheduled meeting of the Board of Directors after the end of each calendar month, or as requested by the Board of Directors. The Public Relations Committee will be responsible for maintaining permanent, accurate, and current records of media contacts and documents in a form that is accessible to the Executive Committee. A member of the Board of Directors will provide oversight of the Public Relations Committee for the Board of Directors.



Fund Raising Committee

Scope:

The Fund Raising Committee shall develop and manage implementation of fund raising strategies and activities to support the purposes of the USO Indiana.

Structure:

The Fund Raising Committee shall include volunteers in good standing who represent all USO Indiana centers, as well as community volunteers in good standing with the USO Indiana. The chairman of the Fund Raising Committee will be appointed by the president and approved by the Board of Directors. The chairman will appoint one committee member to serve as secretary to the committee, and it will be his duty to keep accurate minutes of all committee meetings. Committee membership shall be kept at between twelve and fifteen committee members.

Duties and Responsibilities:

The Fund Raising Committee shall develop a comprehensive fund raising strategy and present that strategy to the Board of Directors for approval. The fund raising strategy shall include, but not be limited to:

- Development and maintenance of long-term corporate donations to support USO Indiana mission;
- Identification and application for philanthropic grants/endowments that support USO Indiana mission;
- Investigation of the development and establishment of a USO Indiana Foundation to obtain and maintain long-term support of USO Indiana mission;
- Development of strategies to raise short-term cash and non-cash contributions to support USO Indiana mission, including coordination of events or appearances by USO Indiana at activities whose primary purpose is fund-raising;
- Coordination with Public Relations and Events Committees to identify fund-raising opportunities and to increase public awareness of donation opportunities to the USO Indiana.

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Fund Raising Committee, continued

Membership:

The chairman of the Fund Raising Committee will determine the number of committee members needed to accomplish its duties and responsibilities. The chairman will work with the Human Resources committee to populate the committee with members whose skills and/or experience include experience in grant or proposal writing, fund raising, and public speaking. Care shall be taken that committee members represent all active USO Indiana centers. The Executive Committee will approve committee membership appointments.

Meeting, Reporting, Oversight:

The Fund Raising Committee shall meet at least monthly, or more often, as is necessary or desirable, to accomplish its duties and responsibilities. The Fund Raising Committee shall maintain a permanent record of its deliberations, recommendations, and actions taken, and these shall be reported to the Board of Directors in a monthly report that shall be presented at each monthly Board meeting. The president of the Board of Directors shall appoint a Board member to serve as liaison and oversight between the Board and the Fund Raising Committee.



Communications Committee

Scope:

The Communications Committee shall develop and direct the internal communications of the USO Indiana, principally through the preparation and publication of a regular newsletter that reports on USO Indiana events and activities and significant Board of Directors decisions.

Structure:

The appointment of the chairman of the Communications Committee will be subject to the approval of the Board of Directors. The chairman will submit committee member appointments to the Executive Committee for approval. The chairman will appoint one committee member as secretary whose responsibility it will be to maintain accurate minutes of committee meetings. It is expected that a minimum of six members with skills described in the Membership section below will be needed to carry out the duties and responsibilities of this committee.

Duties and Responsibilities:

The principal responsibility of the Communications Committee will be the preparation and publication of the USO Indiana newsletter, which will be distributed via email and regular postal service to all USO volunteers and archived at the USO Indiana web site.

The Communications Committee will set and maintain a regular and reasonable publication schedule that is at least quarterly for the USO Indiana newsletter. Content of every issue of the newsletter will be submitted to the Executive Committee for approval at least seven calendar days before publication.

The Communications Committee will coordinate with the Public Relations Committee to obtain digital photographs for the newsletter, and to share information about USO events and activities.

Membership:

The chairman of the Communications Committee will determine the number of committee members needed to accomplish its duties and responsibilities. The chairman will work with the Human Resources committee to populate the committee with members whose skills and/or experience include writing and editing for publication, graphics and



Communications Committee, continued

design, and time and ability to meet the publication schedule. Care will also be taken that all USO Indiana centers are represented on the Public Relations Committee.

Meeting, Reporting, Oversight:

The Communications Committee shall meet as needed to accomplish its duties and responsibilities. A quarterly report shall be made to the next scheduled meeting of the Board of Directors after the end of each calendar quarter, or as requested by the Board of Directors. The Communications Committee will be responsible for maintaining permanent, accurate, and current records of each newsletter in a form that is accessible to the Executive Committee. A member of the Board of Directors will provide oversight of the Public Relations Committee for the Board of Directors.



Human Resources Committee

Scope:

The Human Resources Committee will be responsible for acquiring, selecting, training, managing, and maintaining the human resources (volunteers) of the USO Indiana.

Structure:

The Human Resources Committee will be composed of USO Indiana volunteers in good standing. The chair will be appointed by the president and approved by the Board of Directors. The chair will appoint a committee members to serve as secretary to the committee, and it will be his duty keep accurate minutes of all committee meetings.

Duties and Responsibilities:

The duties and responsibilities of the Human Resources committee will include, but not be limited to:

- serve as a search committee to nominate new members of the Board of Directors at the direction of, and according to specifications provided by, the USO Indiana Board of Directors;
- serve as a clearinghouse for applications from potential volunteers for USO Indiana centers (Indianapolis Airport, Camp Atterbury, as well as future centers). The Human Resources committee will establish a process for screening, interviewing, and recommending new volunteers to the center Directors and to other committee chairmen;
- work with the Public Relations Committee to run campaigns to solicit new volunteer applications;
- standardize volunteer training procedures, to include but not be limited to a standardized Release of Liability, and a standardized Acknowledgement of USO Indiana Policies;
- coordinate refresher training as needed for volunteers returning after extended absence, or transferring from one center to another;
- evaluate volunteer performance;

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Human Resources Committee, continued

- develop general job descriptions for volunteer jobs with the USO Indiana in coordination with Center Directors and Executive Committee, including future volunteer positions as new USO Indiana activities are developed;
- maintain a database of volunteer interests, skills, and abilities, based on applications, interviews, and polling of volunteers, in order to work with all other committees to recommend possible volunteer placement on USO Indiana committees;
- develop recommendations for criteria that define “volunteer in good standing” for the USO Indiana to be presented to the Board of Directors for approval.

Membership:

The roster for the Human Resources Committee is expected to reach between fifteen and twenty volunteers. Members of the Human Resources Committee will be approved by the Executive Committee. The president will appoint a member of the Board of Directors to serve as liaison and oversight between the Human Resources Committee and the Board of Directors. Care shall be taken that all centers of the USO Indiana are represented on the Human Resources Committee, as well as community volunteers who are in good standing.

Meeting, Reporting, Oversight:

The Human Resources Committee will meet at least monthly, or more often as is desirable and necessary. The chairman will cause accurate minutes of meetings to be prepared and submitted to the Secretary of the USO Indiana, and all deliberations, event proposals, and event reports will be maintained in a permanent form that is accessible to the USO Indiana Executive Committee. The chairman of the Human Resources Committee will prepare a monthly report of Human Resources Committee activities and plans that will be presented to the Board of Directors at the first Board meeting following the end of each calendar month, or more often as requested by the Board of Directors. This report will become part of the minutes of the Board of Directors meeting. The president of the Board of Directors will appoint a member of the Board of Directors to provide liaison and oversight between the Human Resources Committee and the Board of Directors.



Military Relations Committee

Scope:

The Military Relations Committee will be the liaison between the active duty military and the USO Indiana.

Structure:

The Military Relations Committee will follow all military protocol. Members of the Military Relations Committee will be former officers (O3 and above) or former senior enlisted (E7-E9) who are USO Indiana volunteers. The Military Relations Committee will be made up of 6-8 members, appointed by the president and approved by the Board of Directors.

Duties and Responsibilities:

The Military Relations Committee will be the primary point of contact for all events and activities between USO Indiana and the military when the USO Indiana conducts events on military installations. The Military Relations Committee will be the prime assistant to the Events Committee and the Military Advisory Council so that communication flows smoothly and efficiently between the active duty military and USO Indiana.

Membership:

The Chairman will work with the Human Resources committee to populate the committee; committee member appointments will be submitted to the Executive Committee for approval.

Meeting, Reporting, Oversight:

The Military Relations Committee will meet as needed, at least once each quarter, and will submit a summary activity report at the end of each calendar quarter to the Board of Directors. A Director will be appointed by the president and approved by the Board of Directors to provide oversight to the Military Relations Committee.