



Communications Committee's Duties

1. Facilitate the completion of communications by the Executive Committee following the annual conference and any formal interim meetings.
2. Edit and facilitate publication of the proceedings of the annual conference.
3. Distribute Society and Executive Committee minutes of official business meetings as directed by the Executive Committee and/or National Professional President.
4. This committee shall include the National Secretaries for the current and immediately preceding years and site representatives for the host institutions for the annual meetings for the immediately preceding and upcoming years.

Conference Program Committee's Duties

1. Plan and facilitate the Society's annual conference.
2. Submit an estimated budget for the upcoming annual conference to the National Treasurer at least 30 days prior to the summer planning meeting for approval by the Executive Committee at that meeting.
3. Submit itemized reports of all annual conference income and expenditures, including supporting documents, to the National Treasurer within 60 days after the annual conference.
4. The Executive Committee shall establish a policy for the makeup of the Conference Program Committee to ensure representation of the locations of the national conferences for the upcoming and immediately preceding years and representation of graduate students and other student members and professional members.
5. Implement and update content for MANRRS Conference Mobile App.



Finance Committee's Duties

1. Identify and develop national funding sources in cooperation with the Advisory Committee.
2. Establish the society's financial policies and procedures.
3. Serve as a body of consultants for the society's student chapters and regions on fund raising at the local level.
4. Monitor local and national fund raising initiatives to keep the Executive Committee informed of internal competition for the same source of funds.

Membership Committee's Duties

1. Direct initiatives to recruit new student chapters, student members, and Professional Members and to retain existing chapters and members.
2. Develop guidelines for applications for membership from potential new chapters and members and for reinstatement from inactive chartered chapters and members, receive and review applications, and forward recommendations on approval or denial to the Executive Committee for final action.
3. Maintain an updated roster of chartered chapters and chapter advisors and student and professional member databases.
4. Assist the Publications Committee in regularly publishing national student and professional membership directories.
5. Monitor the distributions of student chapters and student members at the state level and make recommendations to the Executive Committee on regional structure of and representation in the Society.
6. Monitor and approve implementation of Junior MANRRS groups by MANRRS chapters.
7. This committee shall include sub-committees for representation of Professional Members, Undergraduate Student Members and Graduate Student Members and for oversight of Junior MANRRS groups.



Public Relations Committee's Duties

1. Develop and implement initiatives and processes to keep audiences identified by the Executive Committee informed about the Society's programs, objectives and accomplishments.
2. Coordinate all of the Society's national honors and recognitions programs including receipt of nominations, verification of nominees' qualifications and delivery of recommendations on disposition to the Executive Committee for final action.
3. Establish criteria and solicit and receive bids to host the Society's annual conference in conjunction with the Conference Program Committee and make recommendations to the Executive Committee in a timely manner to allow the conference sites to be determined at least two years in advance.

Publications Committee's Duties

1. Assume responsibility for all national publications not specifically assigned to other committees by the Executive Committee or the Society's constitution.
2. Edit and publish monthly newsletters each year. Produce and publish the MANRRS Magazine. To be produced quarterly.
3. Cooperate with the membership committee and facilitate publication of the student and professional member directories.

Ad-Hoc Committees

1. **Ad-hoc Constitution** – Responsible for ensuring the accuracy of the content and updates made to the MANRRS Constitution and Bylaws.
2. **Ad-hoc Jr. MANRRS** – Responsible for planning and developing programming needs for middle school through high school students; Solicit funding for program support.
3. **Ad-hoc Audit** – Responsible for ensuring proper IRS paperwork is filed each year; responsible for establishing checks and balances for MANRRS financial accounts; Perform internal audit on MANRRS accounts.



4. **Ad-hoc Strategic Plan** – Responsible for developing and drafting MANRRS strategic agenda and Strategic Plan as well as making updates to existing plans.
5. **Ad-hoc Young Professionals** – Committee to consist of graduate students and professionals in the first five years of their post-collegiate career. The purpose and function of the committee would serve to assist them in getting/starting their careers through providing opportunities such as workshop presentations at conference, exclusive networking events throughout the year, and allow these individuals to identify participants to serve as presiding officers over the workshop sessions. The purpose is to bridge the gap from early professional and graduate members to professionals and to gain recognition and leadership development opportunities.
6. **Ad-hoc Alumni** - Responsible for organizing guidelines and processes for instituting a National Alumni Association.
7. **Ad-hoc Scholarship** - Responsible for establishing guidelines, evaluations and criteria for MANRRS Scholarship Opportunities.