



PermitTechNation President's Call for Committees 2022-2023

PermitTechNation invites you to become involved in the leadership and operation of this ICC Chapter by joining one of the Committees below. We ask that you add your name to the committee you would like to be involved with and identify any committee you are interested in chairing or serving as the co-chair.

The chair is responsible for scheduling and running the meetings, and ensuring monthly reports are delivered to the Chapter Secretary no later than 5 business days prior to our monthly meetings. Vice chairs will run the meeting in the absence of the Chair and typically write the committee reports, although this will be the choice of the committee.

Chapter members are encouraged to volunteer for multiple committees but can only serve as Chair for one committee per term. Please note, service on a committee is the for term of one year and many of our committees involve minimal time commitments each month.

Name _____ Telephone _____

Email _____

Please choose your level of service by checking the box: chair, vice chair or member.

1. **Building Safety Month Committee:** Vice Chair Member
A committee appointed annually by the President to oversee the coordination and execution of Building Safety Month activities, including but not limited to requesting proclamations from jurisdictions, chapters, and states to share with ICC and on our own website; encourage chapters and jurisdictions to host Building Safety Month activities; and share ideas for others to implement.
2. **Bylaws Committee:** Chair Vice Chair Member
The Bylaws Committee shall review all proposed changes to the bylaws for action by the board.
3. **Community Outreach Committee:** Chair Vice Chair Member
A committee appointed by the President annually. This committee will plan any annual community outreach projects as approved by the membership.
4. **Finance and Auditing Committee:** Chair Vice Chair Member
This committee shall consist of three (3) persons, the President, Vice President and a member to be appointed by the committee chair and shall be for a period of one year. This committee shall audit the books of the Association at the beginning of each year as submitted by the Treasurer. A written report of the audit shall be made a matter of record and signed by all committee members. The report will be presented to the membership by the February General Membership meeting.
5. **Education Committee:** Chair Vice Chair Member
This committee shall conceptualize, develop and maintain all materials and programs necessary to initiate and carry on any manner of education, training, or intellectual endeavor intended to facilitate certification and training for the membership. Schedule and arrange instructors and speakers for certification training classes and educational opportunities.
6. **ICC ABM Planning Committee:** Chair Vice Chair Member
A committee appointed by the President annually to coordinate the planning and execution of the PTN Booth operation during the annual ICC Conference & Expo.

7. **Membership Committee:** Chair Vice Chair Member
This committee shall create, prepare and maintain membership information for current, new and prospective members. They shall provide an up-to-date list of eligible voting members at each general membership meeting and endeavor to have all eligible code officials and code administrators and appropriate members become members of this Association.

8. **Newsletter Committee:** Member
A committee comprised of the President as chair and Immediate Past President as vice-chair and another member to be appointed by the chair, to publish a bi-annual newsletter to the members in June and December.

9. **Past President Committee:** Vice Chair Member
This standing committee serves as an advisor to the President, Board of Directors, and members of the organization. They meet on an as needed basis to study referrals from the Board President and Board of Directors.

General issue Areas: Strategic Planning and Implementation; Leadership Development; New Director Training and Development; Committee Support; Awards and Recognition; Overall Organizational Support. Chairperson: The Chapter's Immediate Past President will serve as the Chair of the Past-Presidents Committee.

Duties:

- a. Convene annually, prior to Chapter's annual meeting.
- b. The Chapter President or the committee chair may call special meetings, as necessary.
- c. Provide advice and comment to the Chapter President and Board of Directors on issues or special concerns facing the Chapter. Recommendations from the Past-Presidents Committee may take the form of verbal briefings or written comments.
- d. Particularly important to the Chapter is the committee's advice and comment on advocacy issues that came before the current chapter board. The committee will respond to concerns from the Chapter President or Board of Directors over advocacy issues and provide feedback or recommendations on whether the Chapter's advocacy positions appear to be fair, impartial, apolitical, code based, and adhere to the Chapter's policies and procedures.
- e. Oversees Permit Technician of the Year award.
- f. Serve as the Nominating Committee and shall be chaired by the Immediate Past President.

10. **Social Media Committee:** Chair Vice Chair Member
A committee appointed annually by the President to maintain and manage PTN's social media channels.

Thank you all for your dedication to the ICC Chapter, PermitTechNation. There is a lot of work to be done for 2023; let's keep up the momentum and continue promoting the growth and success of PermitTechNation and all the communities we represent! Without you, the volunteers, we could not continue this great work.

Please return this application form to President, Jammie Newsome at

jnewsome@permittechnation.org

No later than January 15th

Thank you, Your PTN Board of Directors