

Blue Bonnet Physiological Society Committee Descriptions

Committee Name	Description	Responsibilities
Executive Board	Composed of the President (Russell Ray), President Elect (Nicoletta Memos), Secretary (Savannah Lusk), and at least two chairs of the other committees	<ul style="list-style-type: none"> ● Manage activities of all committees by working with the Chairs of all committees ● Organize and host all leadership meetings for the chapter ● Select a Chapter Advisory Committee (CAC) representative to attend all CAC meetings for the year ● Communicate with national APS ● Create planning committees for conferences and symposia
Regional	Composed of at least three members from each of the large metropolitan areas listed below: <ul style="list-style-type: none"> ● Houston ● San Antonio ● Austin ● Dallas 	<ul style="list-style-type: none"> ● Conduct local activities within their regional area (i.e., outreach, philanthropy, fundraising) ● Drive membership within their regional area ● Push communications from the chapter to their regional area
Communication	Composed of one of the executive committee members as chair with ~5 other members with social media experience and website development experience	<ul style="list-style-type: none"> ● Drive memberships and reach out to institutions/persons that may or may not already be a part of the national APS ● Website management with updates from all regional committees ● Respond to or forward communications sent through the website to the appropriate committee/point of contact ● Management of all social media channels and email account: <ul style="list-style-type: none"> ○ Twitter (X) ○ Instagram ○ LinkedIn ○ Gmail ● Aid with conference logistics including: <ul style="list-style-type: none"> ○ Registration ○ Abstract submission ○ Scoring of abstracts

<p>Finance</p>	<p>Composed of one of the executive committee members as chair with ~5 other members with experience or interest in non-profit finances and structure</p>	<ul style="list-style-type: none"> ● Create a yearly budget for the chapter that includes the annual meeting and more frequent events as developed by the Regional Committees ● Determine annual fees based on an estimated budget (graded dues for membership based on level) ● File all annual IRS tax reports for the chapter ● File all end of year reports for the chapter to the national APS and CAC ● Identify fundraising opportunities for the chapter
<p>Conference</p>	<p>Composed of one of the executive committee members as chair with ~7 other members with experience or interest planning conferences/symposia</p>	<ul style="list-style-type: none"> ● Plan the yearly conferences for the Bluebonnet Physiological Society ● Communicate budgetary needs to the Finance Committee ● Communicate technical needs to the Communication Committee ● Provide advertisement material for disbursement to Communication Committee, Regional Committees, and national APS/CAC