



AMERICAN
mensa
LTD.

PRP Committee Chair

Overview:

The PRP Committee Chair coordinates the PRP programs to recognize and award excellence in local group newsletters and web pages.

Appointment:

The position is appointed by the AMC upon recommendation by the Communications Officer and the AMC Chair. The position will be discharged following the completion of the project or event.

Experience/Training needed:

Working knowledge of the ASIEs, PRP Guidelines and procedures is necessary.

Experience with Mensa activities and programs, especially as a local group editor or webmaster would be beneficial.

Previous participation as a PRP judge is very helpful.

Perceived impartiality is essential.

General Responsibilities:

In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.

File a written report before each AMC meeting.

Via your AMC liaison recommend action, policy changes or new policy to the AMC.

In consultation with the AMC chair, appoint newsletters and web judges.

Take action as outlined in charge.

Specific Responsibilities:

At the AG confer awards upon Local Groups and members of AML for, their official print and electronic publications.

Create PRP guidelines, forms, cover letter for editor's packet.

Publicize the PRP program.

Oversee distribution of materials to the judges and tallying of votes.

Work with the National Office on administrative and publicity matters.

See also attached timeline.

Time and space required:

The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active from November through June. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

See also attached timeline.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:

There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:

Communications Officer

National Office Liaison:

Communications Director

Timeline (20xx is year for awards):

July 20xx-1:

Appointment by Communications Officer:

August 20xx-1:

Recruitment of co-chairs, 1 for web, 1 for newsletters
Revision of rules

September 20xx-1:

Approval of co-chairs and rules by Communications Officer and AMC
Submission and approval of budget by AMC, Communications Officer and National Office.

October 20xx-1:

Solicitation of judges, 6-10 per medium

November 20xx-1:

Creation and approval of package information for Monthly Mailing
Article for Interloc

December 20xx-1:

Inclusion of information in monthly mailing
Discussion of ordering of awards with National Office

January 20xx:

Preparation of Judges

February 20xx:

Prepare for mailings, purchase supplies, etc.

March 20xx:

Receipt and verification of mailings both of newsletters and website applications
Dissemination of materials to judges

April 20xx:

Receipt of first round results from judges
Dissemination of second round ballots to judges

May 20xx:

Receipt of second round results from judges
Submission of final results to Communications Officer and National Office

June 20xx:

Oversee Production of awards
Preparation of Awards Presentation

July 20xx:

Presentation of Awards
Receipt of feedback from judges and editors

August 20xx:

Dissemination of feedback to editors.