Optional Positions | Position description to copy and share

Awards
Awards chair and/or committee to work with the Weight Recorder to make sure members are rewarded for their success. Together they choose and order awards, keep inventory and present awards earned by the members for success.

Ceremonies
Recognizing special events and successful members is a cornerstone of TOPS®. Using a theme for the annual installation of officers adds uniqueness to this event. The Ceremonies chair or former officers should take charge of this meeting. See TOPS® website for many fully prepared ceremonies for this and other events including KOPS® graduations, KOPS® with milestone events and Century celebrations.

Contact Committee
Having members with friendly, outgoing personalities in a Contact Committee is another way to communicate, “We’re Here for You!”® Every month, they should contact members who haven’t been to chapter to encourage them to return. Sometimes just that extra personal effort of reaching out to someone and saying “You are missed and cared about” is what they need to keep trying.

Contests
Encourage contests to include all members whenever possible. Competition should be fun and promote increased activity, healthy eating, participation and consistency. Use TOPS® Awards as incentives.

Fundraising
Fundraising may be held to build the Recognition Days Fund or other special project approved by the Coordinator. The General Fund should be covered by chapter dues whenever possible. Fundraising activities never should take precedence over educational and support components of your meetings.

Hospitality
Hospitality chair and/or committee welcome new members and visitors and include them in the group. This committee could also maintain a guest book for visitors to sign and leave their phone number, email or street address if the guest desires. Committee should follow-up with welcoming contact.

Photographer
The photographer documents chapter events and takes new member “before” and “after” pictures.

Publicity
Promotes the chapter in the community by following the guidelines in Chapter 12

1. List chapter meeting information and contact info with local newspaper, Chamber of Commerce, Welcome Wagon and Library each year.

2. Prepare and submit chapter news releases and articles to the media (with permission of any members mentioned).

3. You’ll find more ideas for promoting your chapter in Chapter 12.