



VP – Membership (RP)

- ☐ Member database & renewals
 - ☐ Event-check reports
- ☐ Retirement seminars
- ☐ Shell Oil HR partnership
- ☐ Member Communications
 - ☐ Annual Renewal
- ☐ GoDaddy

Treasurer (JC) Asst. Treasurer (CG)

- ☐ Cash Flow management
- ☐ Monthly Accounting/Reporting
- ☐ Wells Fargo account ownership
- ☐ Reimbursements
- ☐ PayPal transactions
- ☐ Refunds, Disputes

* Managed by Committee

President/CoB (LC)

EVP/Corp. Secretary (SP)

VP – Events (BS)

- ☐ Owns master calendar and number and type of events
 - ☐ Theater
 - ☐ Sports
 - ☐ Educational
 - ☐ Food & Wine
 - ☐ Golf*
 - ☐ Luncheons*
- ☐ Manages mix of geography and virtual events
- ☐ Identifies and incorporates new events
- ☐ Ensures scheduled events have assigned focal point

Roles & Responsibilities

VP – Volunteer (MA)

- ☐ Shell Oil (EA) partnership
- ☐ Shell Events
- ☐ Shell HERO
- ☐ SAAGH initiatives
 - ☐ Food Bank
- ☐ United Way

CIO/Communications

- ☐ Website maintenance
- ☐ Events Management
 - ☐ GoDaddy campaigns
 - ☐ PayPal set-up, Inventory Management, Funds reporting
- ☐ Newsletter
- ☐ Social Media (Facebook)
- ☐ Working Advantage
 - ☐ Launch/Member Drive
 - ☐ Account management
 - ☐ Analytics



VP – Membership (RP)

- ☐ Member database & renewals
 - ☐ Event-check reports
- ☐ Retirement seminars (GB)
- ☐ Shell Oil HR partnership (GB)
- ☐ Member Communications
- ☐ Annual Renewal
- ☐ GoDaddy

Treasurer (JC) Asst. Treasurer (CG)

- ☐ Cash Flow management
- ☐ Monthly Accounting/Reporting
- ☐ Wells Fargo account ownership
- ☐ Reimbursements
- ☐ PayPal transactions
- ☐ Refunds, Disputes

President/CoB (LC)

EVP/Corp. Secretary (SP)

VP – Events (BS)

- ☐ Theater (MF)
- ☐ Sports
 - ☐ Astros (BS)
 - ☐ Texans (LC)
 - ☐ Soccer (LC)
 - ☐ Space Cowboys (RP)
- ☐ Educational
 - ☐ Seminars (BS)
 - ☐ Museums (BS)
 - ☐ Tours (VB)
- ☐ Luncheons (BS, CY, JS)
- ☐ Food & Wine (SP)
 - ☐ Central Market (SP)
 - ☐ Rainbow Lodge (SP)
 - ☐ Barbecue (BC)
- ☐ Golf (JB, JI, LD, MA, SP)
 - ☐ Tournaments
 - ☐ Houston Open

Roles & Responsibilities

VP – Volunteer (MA)

- ☐ Shell Oil (EA) partnership
- ☐ Shell Events
- ☐ Shell HERO
- ☐ SAAGH initiatives
 - ☐ Food Bank
- ☐ United Way

CIO/Communications

- ☐ Website maintenance (SS, RS, LC)
- ☐ Events Management (SS, RS, LC)
 - ☐ GoDaddy campaigns
 - ☐ PayPal set-up, Inventory Management, Funds reporting
- ☐ Newsletter (BS)
- ☐ Social Media – Facebook (JB)
- ☐ Working Advantage (TBD)
 - ☐ Launch/Member Drive
 - ☐ Account management
 - ☐ Analytics