

“How to Guide”

Committee Chair

The Committee Chair schedules committee meetings periodically to brainstorm topics and speakers for future programs. An Agenda is prepared and given to the members at the meeting.

A committee member must be identified who is willing to take minutes of the meeting and email them to the full committee, including the board liaison, requesting their comments, additions or corrections. Once finalized, a copy of the minutes is to be sent to the Vice President.

The Committee considers Ideas for topics generated from:

- **The Jewish Outlook publication**
- **Magazine and newspaper articles of Jewish and historical content**
- **Individual interests and topics that would be of wider interest to Havurah membership**
- **Individual Havurah members that have areas of expertise to share**

Then speakers who can address the topic of interest are contacted.

- **Obtain several dates and times that are convenient for the speaker**
- **Check the CHS web calendar to ascertain that the date is available, click the link to check Sun City reservations for room availability**
- **Click the Date and Room Reservation Form link and complete the form**
- **Present the topic, speaker, and possible date to the Havurah board for approval**

The Committee Chair or Event Coordinator will handle room reservations and establishing the budget for each speaker and event. The budget will cover room rental, light refreshments and supplies. They then determines if an honorarium is appropriate and how much - up to \$200.

Alternatives to an honorarium can be:

- **A thank you note, for a fellow Havurah member**
- **A JNF tree planted in Israel in the speaker's name**

Thus far, we have not provided for a speaker's travel and local expenses, but it can be considered if necessary.

The Committee Chair communicates with the Board Liaison prior to each monthly Board Meeting in order to determine what, if anything needs to be brought up or reported to the Board at their meeting.

The Committee Chair will prepare any articles or announcements for the weekly announcement and monthly CHS Newsletter.

CHS Date and Room Reservation Form

Contains link to Sun City Room Calendar. →

Prior to submitting this form, the Event Coordinator should have verified on the [CHS Web Master Calendar](#) and the [Sun City Room Calendar](#), that the desired date and room are available and meets their event requirements.

IMPORTANT NOTE: When checking for an open date on the CHS calendar, please be sure there are no other CHS events taking place within the same week, other than Shabbat services.

Today's Date:

For Sun City Room and Cost Information Please Click Here → Contains link to Room Capacity, CHS Costs and Equipment.

Event Information

Date of Event	Type of Event	Estimated Number of People Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Time Including Set-up	End Time Including Clean up	Sun City Room Requested
<input type="text"/>	<input type="text"/>	NONE

Room Set-up Requirements

Table Requirements	Number of Small Conference Tables	Number of Buffet Tables
Check-in Table NO	0	0
Number of Card Tables 0	Number of Large Round Tables 0	Room Setup <input type="text"/>

Chair Requirements: None

Need Caterer: NO

A/V Equipment Needs

Podium <input type="radio"/> NO <input type="radio"/> YES	Microphone <input type="radio"/> NO <input type="radio"/> YES
Internet <input type="radio"/> NO <input type="radio"/> YES	Screen <input type="radio"/> NO <input type="radio"/> YES
Projector <input type="radio"/> NO <input type="radio"/> YES	TV <input type="radio"/> NO <input type="radio"/> YES
DVD and CD Player <input type="radio"/> NO <input type="radio"/> YES	Whiteboard <input type="radio"/> NO <input type="radio"/> YES

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The Committee Chair or Event Coordinator will complete the “CHS Event Announcement Form” located on our Members Only page under Member Information 90 days prior to the event (if possible) so the Communications Committee can include the event in announcements and newsletters to get members signing up. If an event announcement needs to be updated the information should be emailed to announcements@chstx.org .

CHS Event Announcement Form

Once a Committee Chair or Event Coordinator has reserved the date and location for an event they should submit an Event Announcement Form as soon as possible to give the Communication Committee sufficient time to include the announcement in their Weekly Announcements and Monthly Newsletters. If Changes are needed to an Event Announcement the changes should be emailed to announcements@chstx.org.

Event Title	Event Date
<input type="text"/>	<input type="text"/>
Start Time	Cost
<input type="text"/>	<input type="text"/>
Food	Location
<input type="text"/>	<input type="text"/>
Contact Person	RSVP Deadline
<input type="text"/>	<input type="text"/>
Event Description	Additional Information
<input type="text"/>	<input type="text"/>
Your Email Address	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submit Form

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The Announcement will contain a “Sign Up” link for our members to use to register for the Program & Education event. The form will also be available on our Member Only webpage. The form allows the member to register as a couple.

Program & Education Sign Up Form

Your Full Name

Select Program
Dr. Michael Saenger

Single Couple

Your Email Address

Submit Form

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When a CHS member submits this form the email notification will be sent to the Event Coordinator, Committee Chair and the Board Liaison. The Committee Chair or Event Coordinator should maintain a list of who is attending. The member will then be directed to the Program & Education registration acknowledgement advising the member that their Registration for the event has been received.

Program & Education Acknowledgment

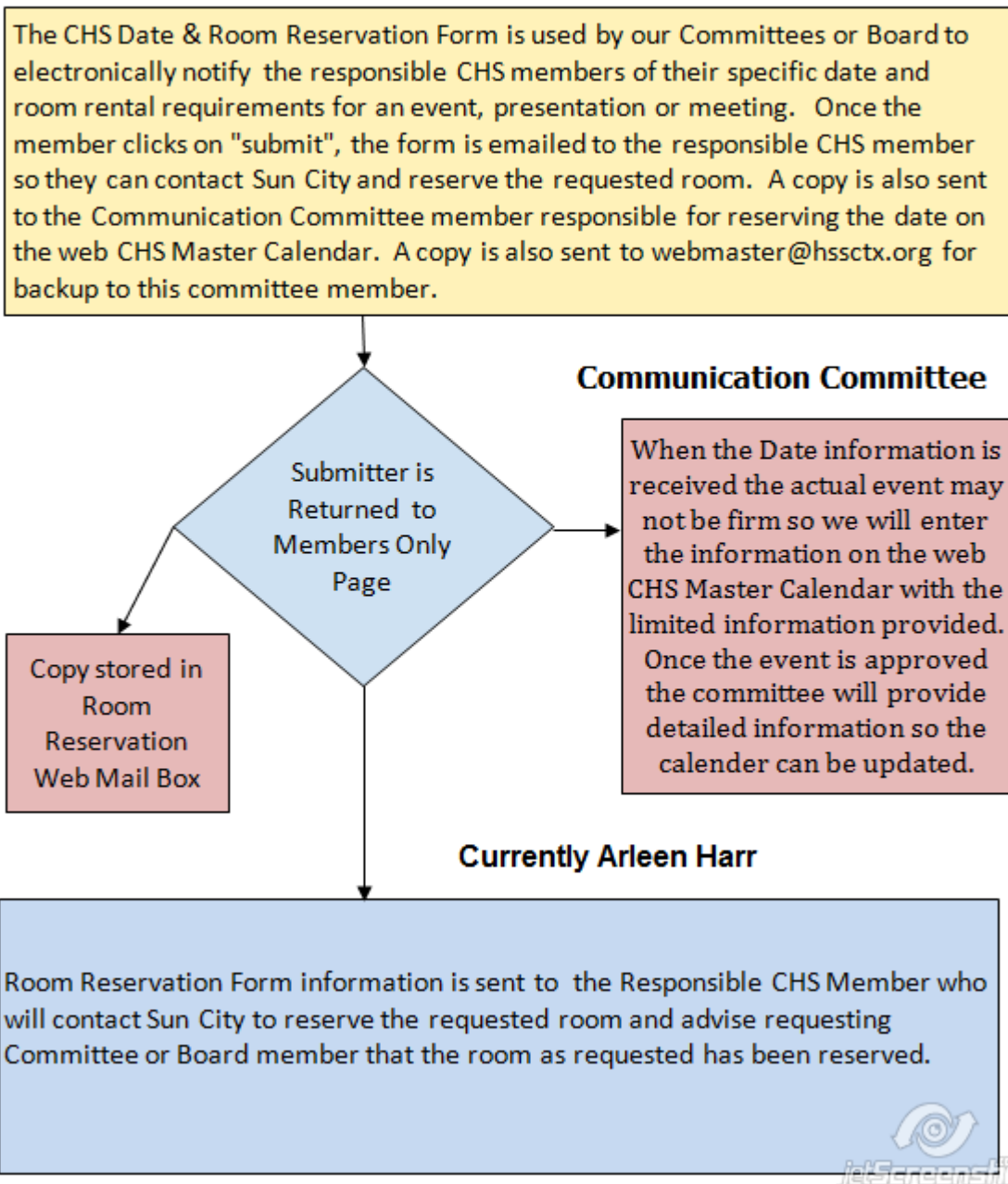
The Program & Education Committee thanks you for registering for this program. We have received your registration and will contact you if we have any questions.

Thank you,
CHS Program & Education Committee

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The Committee Chair or Event Coordinator will prepare an **alpha check-in list for the event.**

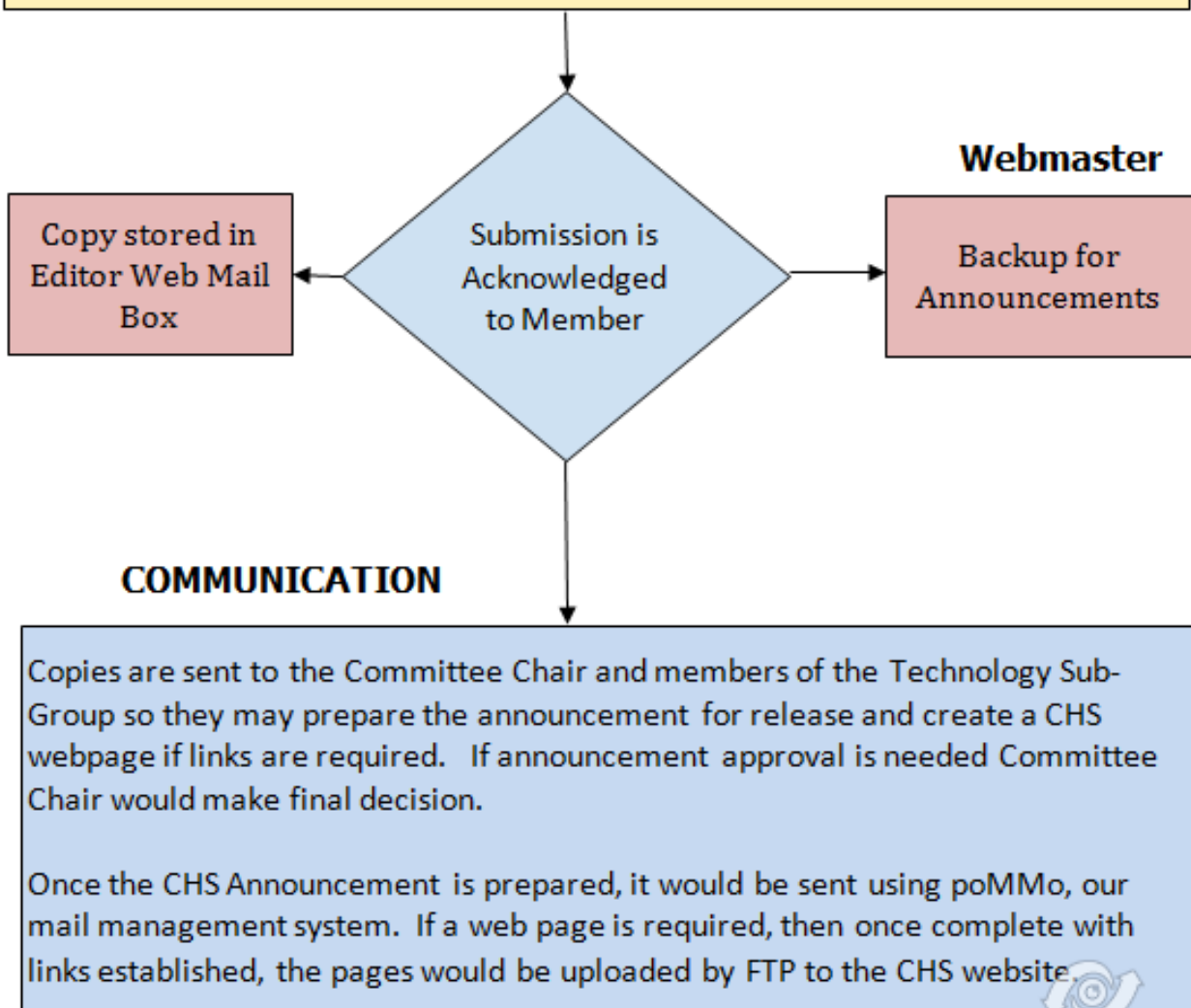
Online Date & Room Reservation Flowchart



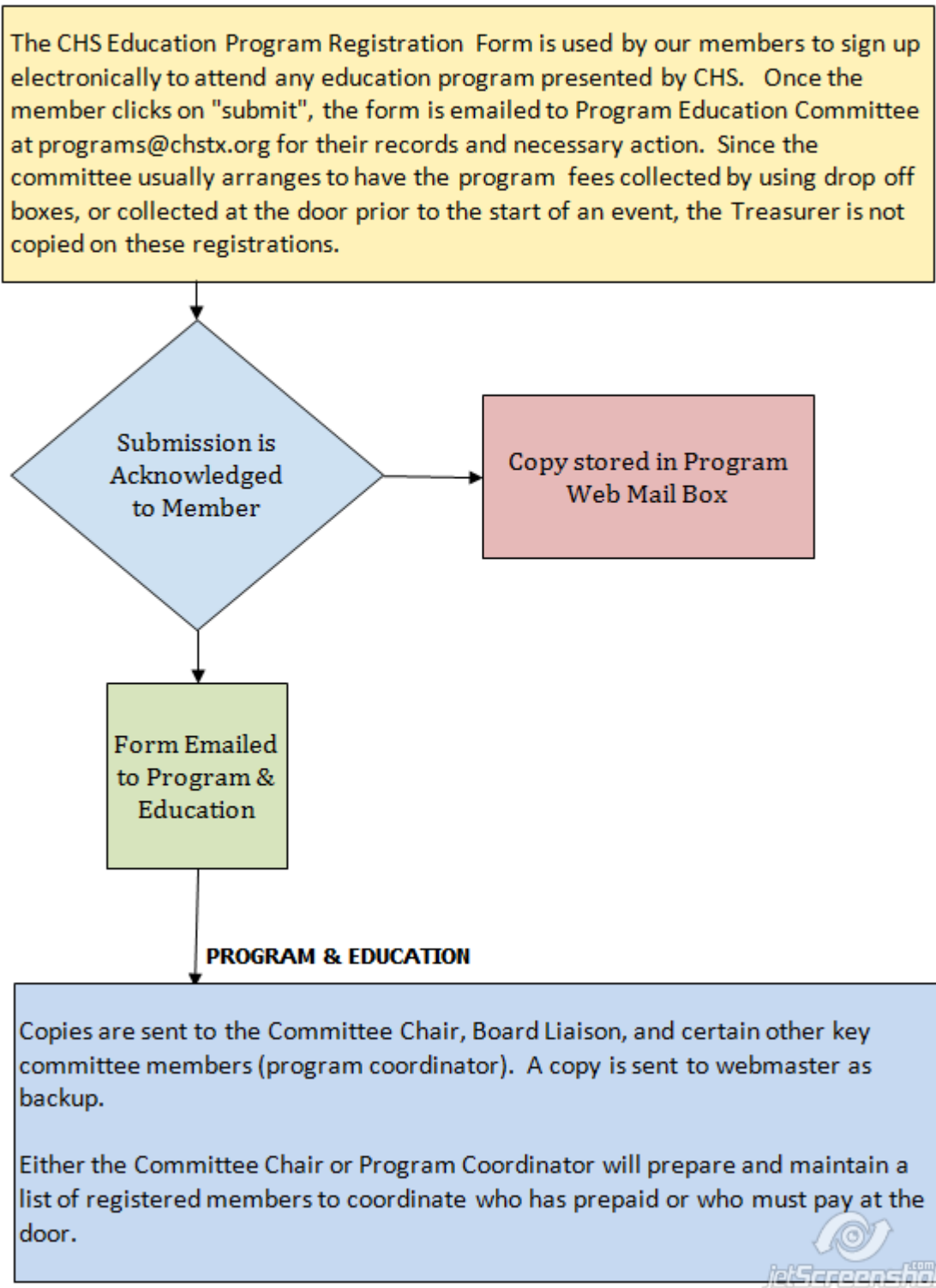
The Committee Chair or Event Coordinator must identify committee members to handle the check-in, purchasing the refreshments, transporting supplies and refreshments and setting them up at the event location.

Online Event Announcement Form Flowchart

The CHS Event Announcement Form is used by Committee Chairs, Board Liaisons, or Event Coordinators to electronically request a CHS announcement be released. Any announcement request received from anyone other than the above must be approved by the Communication Committee Chair prior to release. Once the member clicks on submit, the form is emailed to Announcements at announcements@chstx.org so they can take all necessary action. A copy is also sent to webmaster@hssctx.org as a backup to announcements.



Online Education Program Registration Flowchart



The fee for speakers for whom we give an honorarium is \$3 per person payable at the door. For events where there is no honorarium, the fee is \$2 per person payable at the door.

The fee charged for attending an event is \$2.00 or \$3.00 which is collected at the door by the committee members handling the check-in. This amount could increase in the future depending on the event.

The Committee Chair and Board Liaison are receiving all this data to be able to maintain a backup system for the event.