• President (Megan)
  o Oversee all chapter function
  o Organize annual business meeting and leadership retreat
  o Liaison to Chapters Alliance

• President-Elect (Ashley)
  o Duties as designated by president
  o Audit of treasurer reports
  o Will move into president position when term is completed.

• Treasurer (Open)
  o Quarterly report for all transactions
  o Work with fundraising committee to reconcile vendor payments
  o File IRS paperwork for Georgia state tax
  o Create annual budget and spending report for annual chapter report
  o Will move into president-elect position when term is completed.

• Secretary (Open)
  o Take minutes at all meetings
  o Send thank you notes to speakers, and other parties as needed
  o Organize chapter files in the drop box account
  o Organize annual chapter report to chapters alliance
  o Coordinate Barbara McLean award and travel awards

• Members at Large (2 positions, open)
  o Serve on board of directors
  o Complete miscellaneous activities assigned by the executive committee
  o Assist fundraising committee with obtaining industry grants for meetings and speakers
• Membership Committee (Katie, Will)
  o Reconcile chapter membership with national member list
  o Reach out to members with recently lapsed membership for renewal
  o Send new member welcome packet
  o Work with programming committee for meeting / member statistics
  o Help members submit new applications for membership

• Fundraising Committee (Kat, Maria)
  o Maintain active vendor lists
  o Send out invitations for meeting advertisement
  o Coordinate with outreach committee sponsorship for spike out sepsis

• Communications Committee (Andrea)
  o Coordinate triannual Chapter newsletter
  o Coordinate submission to critical connections
  o Create intro slides for monthly meetings

• Education Committee (Lizzette, Vivian)
  o Coordinate securing continuing education credit for meetings
  o Organize FCCS, ENLS and other educational courses

• Programming committee (Rita)
  o Set dates for chapter educational meetings
  o Secure speakers for meeting and direct communication

• Outreach Committee (Open)
  o National Critical Care Awareness and Recognition Month (May)
  o Spike out Sepsis (August/September)
  o Volunteer program (education of high school students about medical professions)
  o New initiatives: i.e. Sepsis awareness and support groups

• Research Committee (Open)
  o Chapter based research
  o Coordinate member needs survey and spike out sepsis survey

• Social Media Committee (Open)
  o Advertise and promote chapter activity on twitter and facebook
  o Oversee website updates and maintenance with website coordinator
  o Coordinate twitter journal club activities