**OCASA Committee Volunteer Information Form**

**Name:**

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| **Committee** | **Frequency of meetings**  **(rarely meet in summer)** | **Length of meetings (Teleconference)** | **Time commitment of committee members** | **Check areas of interest (may check more than one if you are flexible. We’ll confirm the greatest need)** |
| **Annual PD Conference Planning Team** | Monthly (10 times) | 1 hour | Including some external review of information, meeting times:  10 hours annually |  |
| **Awards** | Just leading up to awards nominations: 4-6 meetings annually | 15 minutes – 60 minutes | Including review of nominations, meeting times:  6 hours annually |  |
| **Communications** | Quarterly | 1 hour | Including minimal project time, meeting times:  6 hours annually |  |
| *College Administrator* Editorial Board | Quarterly | 1 hour | Including content review, meeting times:  4 – 8 hours annually |  |
| **Finance / Audit** | Quarterly | 1 hour | Including minimal project time, meeting times:  6 hours annually |  |
| **Governance** | Quarterly | 1 hour | Including external review time, meeting times:  6 hours annually |  |
| **Member Services** | Bi-monthly | 1 hour | 6 hours annually |  |
| **Professional Development** | Bi-monthly | 1 hour | 6 hours annually |  |
| Certification Steering Committee | As needed, monthly at the moment | 1 hour | 10-12 hours |  |