

This is the current list of Executive Members showing the areas where we could use more help.

President – Kathryn Holman	Website – Ken Holman
Treasurer – Lea Kane	Building Rep 185 Nancy Hammes, Roz Taller
Secretary –	Building Rep 195 Jim Wilson,
Membership Secretary – Ed Ellis	Building Rep 200 Janet Cohen, Joe & Joan Pinto
Social Activities –	Members at large: Julia Brady, John Leger
Communications -	

Position Descriptions

Building rep:

- Be the visible IPTRA rep for the building
- When a new member expresses interest through the website or phone, the building rep will be told and will extend a welcome directly
- Put up signs for events, deliver newsletters to those without email
- Participate in events for their building (for example, handing out treats at Halloween, meet & greets)
- Be friendly and welcoming to newcomers when you come across them in the building and inform them about the IPTRA
- Attend Executive meetings and offer suggestions, be a sounding board
- Estimated time required, about 1 – 2 hours a month, plus meetings and events

Member at Large:

- Attend Executive meetings and offer suggestions, be a sounding board
- Participate in events
- Help out as fits with one's skill set
- Estimated time required, negligible except for meetings and events

Social Director:

- Plan and run the events with the support of all the Executive
- Write up blurbs describing events for the newsletter
- Estimated time required: Depending on the person's efficiency and complexity of the event, 1 – 5 hours per event plus meetings and events

Communications: (This position could be done without having to attend meetings and events)

- Gather submissions for the newsletter and pull it together
- Print paper copies for those without email and get those to the building reps for delivery
- Email the newsletter out to the members
- Make up event posters and give them to building reps to put up
- Keep an eye on website and facebook group (latter is optional if you don't do facebook.)
- Estimated time required: Unknown, best guess under 3 hours each month there is a newsletter plus optional meetings