



## **FCAT COMMITTEES**

These are some of the duties of committee members.

### **MEMBERSHIP**

- Serve as phone contact for people inquiring about the chapter or their options for disposition
- Make contacts in the community (churches, senior centers, community centers, etc) to schedule one of our presentations
- Think up other ways to increase membership

### **PUBLICITY**

- Talking to local organizations
- Use an already created PowerPoint presentation as a guide (approximately 45-60 minutes)
- Media (newspaper articles, radio, health fairs, etc.)

### **NEWSLETTER**

- Work on our newsletter to be published at least once a year
- Research other local chapter Newsletters
- Research relevant materials to include in newsletter (there's a lot on the [www.funerals.org](http://www.funerals.org))

### **WEBSITE**

- Help manage our website
- Research other chapter websites and [www.funerals.org](http://www.funerals.org) for material

### **SURVEYS**

- Get a written General Price List by contacting local (Southside and the Peninsula) funeral homes, cremation societies, and cemeteries (by mail--using a letter the FCA has drafted, by phone, or by visiting in two person teams).
- Create spreadsheets from a template with this information.

### **ANNUAL MEETING**

- Finding a speaker or determining a topic
- Securing a location and date
- Creating a flier announcing the meeting
- Notifying local newspapers

### **FUNDING**

- Maintain chapter funds
- Identify funding objectives (what do we want to use the money for)
- Identify ways to increase our funds (e.g. member solicitation)

### **LEGISLATIVE**

- Follow and report on relevant and pending state legislation.
- Lobby for consumer funeral interests at the state level

### **AD HOC**

- Review all our written materials (i.e. brochures) and update as necessary
- Review guidebook to be sure we are doing all we can. Suggest changes for our local group
- Update bylaws