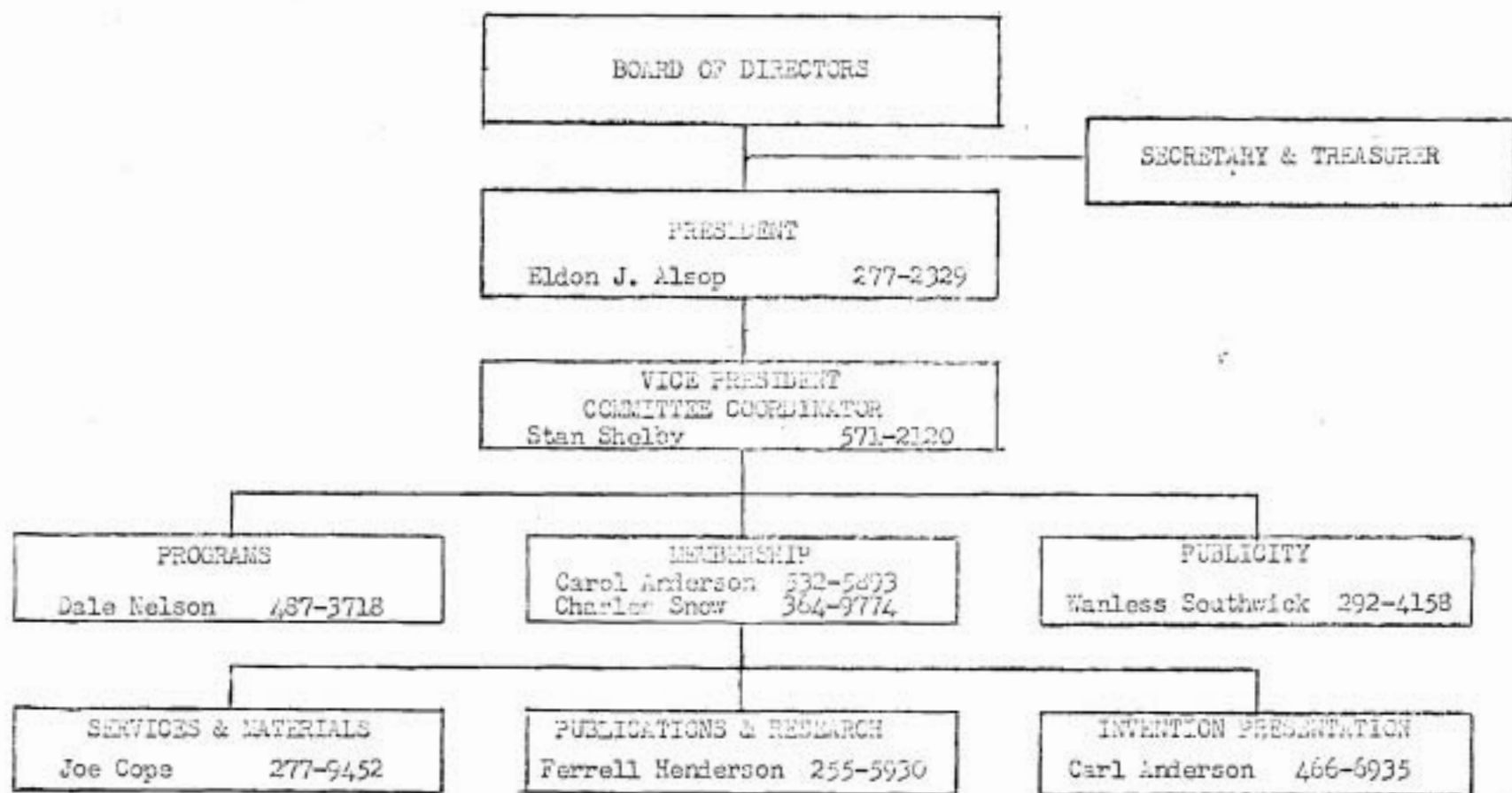


INTERMOUNTAIN SOCIETY OF INVENTORS AND DESIGNERS

ORGANIZATION CHART



ACTION COMMITTEES
ORGANIZATION & RESPONSIBILITIES

GENERAL:

1. Membership in a committee will consist of a chairman selected from and by the Board of Directors, and a minimum of two additional members from the general membership of the Society. Each chairman will be responsible for selecting members of his committee and for accomplishing the functions assigned to it.
2. Each chairman will work through the Committee Coordinator personally or by telephone on matters relating to other committees, and on other matters to be brought to the Board's attention at the next board meeting.
3. Each committee will solicit, receive, and evaluate suggestions from the general membership relating to matters for which it is responsible. Each chairman will report to the Board those items that his committee feels are worthy of further consideration. In all instances, suggestions will be acknowledged by the committee and suggester informed of action taken or recommended.
4. The chairman of each committee will report on the activities of his committee at each monthly board meeting. The Committee Coordinator will conduct this portion of the meeting. Brief comments and approval of other Board members will be solicited but the time for each chairman's report should normally be limited to ten minutes. Items requiring additional consideration will be deferred for later discussion later in the meeting, as time allows, or referred back to the committee for further study.

COMMITTEE COORDINATOR:

1. The President, with approval of the Board of Directors, will select a Committee Coordinator. The Vice-President will normally fill this position.
2. The basic responsibility of this position is to coordinate the activities of the various committees to assure that committee functions are understood and performed as outlined ~~the~~ and that there is no overlap of responsibility among them.
3. As a minimum, the Coord'nator will contact the chairman of each committee at least one week prior to the monthly board meeting to discuss the activities, organization, problems, etc relating to his committee. Agreement will be made as to what matters will be presented to the board for its consideration and approval.
4. The Coordinator works with the chairman of the Program and other committees in developing the programs for the monthly meetings of the Society. This includes a selection of speakers-including subject matter--special activities, time schedules, etc. He assists the President in preparing the program agenda and follows through, as necessary, to assure that speakers and others scheduled for participation in the meeting are prepared and will be at the meeting.
5. At each general meeting, the Coordinator acts as spokesman for the committees in reporting actions taken or recommended by each committee and approved by the Board. The assistance of the committee chairmen will be used as appropriate.
6. The Coordinator will conduct the committee chairmen report portion of the Board of Director's meetings. Well organized and concise reports will be encouraged. A vote will be taken on all matters requiring Board approval.
7. If a Suggestion Box is used for soliciting suggestions and ideas from members, the Coordinator will review and distribute submissions to the appropriate committee chairmen and follow up to assure that appropriate consideration is given to each.
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COMMITTEES:

PROGRAM COMMITTEE

The primary responsibility of this committee is to plan and implement a comprehensive program of monthly meetings for the Society based on the interests and needs of its members. To accomplish this, the following general procedures will be followed:

1. The interests and needs of members will be determined by soliciting and evaluating suggestions received from them regarding speakers and special activities.
2. Suggestions received will be evaluated and recommendations presented to the Board of Directors by the committee chairman at the board meetings.
3. Upon approval of the Board, the chairman will make preliminary contact with suggested speakers to determine their availability, preferred speaking date, subject matter, etc.
4. The chairman will report the results of his preliminary contacts with potential speakers to the Board and give his recommendations. Upon approval of the Board, tentative dates will be set for each speaker and scheduled on the year's program. The chairman will make definite arrangements with each speaker at least two months prior to his program presentation.
5. Working through the Committee Coordinator, the program chairman will assist in planning a complete program for each Society meeting.
6. The Chairman will prepare or obtain a brief biographical sketch of each speaker prior to the meeting for use in introducing him.

MEMBERSHIP COMMITTEE

1. In consideration of the nature and responsibilities of this committee, the Secretary and/or Treasurer of the Society will normally serve as chairman of this committee.
2. The committee will keep membership and mailing lists current and provide such lists to other board members as needed to perform their responsibilities.
3. Committee members will make a special effort to know all members of the Society and assist in welcoming and introducing members to each other at the monthly meetings. As appropriate, they will also bring to the attention of the President, prior to the beginning of the meeting, visitors who should be introduced or given special recognition during the meeting.
4. The committee will develop and recommend to the Board programs for increasing membership in the Society.
5. The committee will receive and assist in evaluating membership applications and make recommendations for acceptance or rejection.
6. Membership certificates will be prepared for new members, and presented to them in an appropriate manner as recommended by the committee and approved by the Board.
7. Working with other committee chairmen and the Board, the membership committee will develop an information packet to be given to all new members. It will contain basic information about the organization, purpose, and procedures of the Society as well as basic reference materials relating to patents, trademarks, and copyrights. All materials must be approved by the Board of Directors before being included in the packet.

PUBLICITY COMMITTEE

1. The Publicity Committee will be responsible for all publicity relating to the Society. It will prepare and submit news releases to the various news media on such matters as election of officers, membership meetings, special activities, etc. The Chairman will assure that the proper image of the Society is maintained in all publicity, and will get approval of the Board before releasing any publicity that might be considered controversial.
2. The committee will compile, publish, and mail the Inventors' Journal to Society members, special subscribers, and others as appropriate. Close coordination will be maintained with the Membership Committee to assure that the mailing list is kept current. Mailing of the Journal will be accomplished at least one week prior to the next membership meeting.
3. The Journal will be used to report on activities of the Society and to disseminate news of special interest to inventors and Designers. The committee will solicit and evaluate suggestions and articles from Society members, officers, and other committees for the Journal.

KVHO - Free Ads. for mt.

SERVICES AND MATERIALS COMMITTEE

1. The committee will solicit and receive information from members of the Society regarding technical or special services they need in the development of their ideas and inventions. Examples are: machinists, electronic technicians, plastic fabricators, manufacturers, etc. It will then develop a list or catalog of suppliers of these services. It will include Society members who have indicated that they are interested in providing such assistance to other members.
2. The committee will evaluate and recommend to the Board which local suppliers of such services should be contacted for assistance and support of Society members.
3. It will assist in contacting suppliers approved by the Board to determine their interest and willingness to provide such services, establish prices, fees, etc. Also, to determine whether discounts will be given to members, and whether Society membership cards will be honored in obtaining such discounts.
4. The committee will also research sources of supply for supplies, tools, equipment, and other materials so that it can provide a comprehensive referral service to members. Assistance will be provided at monthly meetings or by a telephone call to the Chairman or committee member designated by him for this purpose.
5. The committee will locate and assist in arranging for specialists to participate in membership meetings by conducting workshops, Question & Answer sessions, brainstorming sessions, etc. in specialized fields. These may be the same specialists selected above or may be others.

PUBLICATIONS AND RESEARCH COMMITTEE

1. The committee will research and obtain pamphlets, books, and other publications to be distributed to members at Society meetings and/or placed in the Utah Technical College library. At least one handout will be provided members at each meeting. Extra copies will be given to the Chairman of the Membership Committee for inclusion in an information packet for new members.
2. A cumulative list of hand-outs will be maintained for reference purposes and to minimize possibility of duplicate hand-outs.
3. The committee will research the names, addresses, etc. of manufacturers and other companies that are receptive to receiving new ideas, products, and inventions for financial backing, purchase, licensing, etc. This information and assistance will be made available to members by telephone inquiry to the Chairman or at Society meetings. Assistance may consist of helping prepare letters, disclosure forms, etc for submission to companies.

INVENTION PRESENTATION COMMITTEE

1. The committee will solicit and evaluate requests from members of the Society to present their ideas, inventions and designs to other members.
2. The chairman will report all requests to the Board and recommend if, when, and how presentations should be made. Consideration should be given as to whether the presentation should be made during the general membership meeting or at special group meetings. The number of presentations scheduled at each meeting should allow for good participation and consultation between the inventor and other members.
3. After approval by the Board, the chairman will coordinate and schedule with the inventor, the date and time of his presentation.
4. The committee members will assist the inventor in setting up and demonstrating his invention, as needed. As a service to the inventor, the committee will see that disclosure forms are properly prepared on unpatented inventions and are signed by those observing the demonstration. The forms will be given to the inventor for retention as a "record of invention".
5. The committee will research all legal implications and procedures that should be followed in making disclosures so that the inventor and the Society are legally protected.
6. In addition to arranging for presentation of inventions by members, the committee will watch for new inventions and products marketed by inventors outside of the Society. Consideration will be given to displaying some of them with high-interest appeal at membership meetings. If the inventor is local, an invitation may be extended to him to personally display and discuss development.

INTERMOUNTAIN SOCIETY OF INVENTORS & DESIGNERS

COMMITTEE REPORT FOR _____

COMMITTEE: _____

CHAIRMAN: _____

COMMITTEE MEMBER CHANGES AND ASSIGNMENTS:

PUBLIC CONTACTS MADE:

ACTIONS IN PROCESS OR COMPLETED:

ACTIONS PLANNED:

SUGGESTIONS/INFORMATION RECEIVED FROM MEMBERS:

SUGGESTIONS FOR NEXT "INVENTORS' JOURNAL":

(Prepare draft of suggested articles for Publicity Chairman)

OTHER ITEMS:

BOARD ACTION ON COMMITTEE ACTIVITIES:

(Please use this outline for reporting your committee's activities at Board meetings. After each meeting, give it to Committee Coordinator for his use in next membership meeting, follow up action, file)