



GBTA

| Wisconsin

Committee Chair Roles

Hospitality

Prepares name badges and manages check-in at meetings.

Time Commitment: 10–16 hours per event

Board Partner: VP of Education

Silent Auction

Leads the annual auction fundraiser, including donation drives and event logistics.

Time Commitment: Jan–March (1–5 hours/week); 8 hours day-of

Board Partners: VP of Education, President

Programs

Coordinates meeting logistics, educational programs, and supports venue planning.

Time Commitment: 3 hours/meeting; 20+ hours for Education Day

Board Partner: VP of Education

Summer Event

Plans annual social event including venue selection, registration, and marketing.

Time Commitment: 3–6 hours/month during planning and event

Board Partner: VP of Education

Finance

Supports Treasurer with budget development and financial continuity.

Board Partner: Treasurer

Scholarships

Manages scholarship application and selection process.

Time Commitment: 5 hours over 2–3 months

Board Partner: Treasurer

Elections

Coordinates board elections, nominations, and ballot logistics.

Board Partner: President

Public Relations

Handles event photography and media outreach.

Time Commitment: 1–2 hours/month

Board Partner: Executive VP

Website

Maintains chapter website content and acts as liaison with hosting support.

Time Commitment: 2–4 hours/month

Board Partner: Executive VP

Newsletter

Produces quarterly newsletters and coordinates article submissions.

Board Partner: Executive VP

Government Relations

Leads advocacy efforts and participates in the GBTA Chapter Challenge and Legislative Summit.

Time Commitment: 1–2 hours/month; 3-day Legislative Summit

Board Partner: Executive VP

Volunteer Coordinator

Matches members to volunteer opportunities and manages volunteer recognition.

Board Partner: Allied Director

Partnership/Advertising

Manages sponsorship outreach, benefit fulfillment, and tracking.

Board Partner: VP of Membership

Charitable Giving

Plans charitable activities and reports updates to board and members.

Time Commitment: 1–2 hours/quarter

Board Partner: VP of Membership

Membership Chair

Welcomes new members and helps integrate them into the chapter.

Time Commitment: 1–2 hours/month

Board Partner: VP of Membership