



• Desk & Derrick •

Committees

Volunteers
Needed!

Available 2023 Volunteer Opportunities

CHAIRMAN

CO-CHAIR

COMMITTEE MEMBER

Contact..... Chairman
Membership..... Chairman
Program..... Chairman
Bulletin..... Chairman
Bylaws..... Chairman
Orientation* Chairman

Scholarship..... Co-Chair
Vision..... Co-Chair
IAL..... Co-Chair
Public Relations..... Chairman
Fundraising..... Chairman
Roster/Website..... Chairman

All committees need members to support Committee
Chairmen & Co-Chairs.

*Position cannot be held by a new member

Desk and Derrick Club of Tulsa Standing Committees

Contact – The Contact Committee shall be charged with the duty of notifying the members of special meetings and accepting reservations for meals, which they shall, in turn, report to the Social Committee. The Contact Committee shall also be charged with the duty of collecting monies covering meals at the regular monthly meetings; transferring monies received to the Treasurer; and making necessary reports. They will also maintain the badges, displaying them at each meeting and putting them away.

Membership – The Membership Committee shall ascertain the names of prospective members, examine their eligibility and report to the Board of Directors the result of their examination. The committee shall be responsible for ordering name badges.

Fundraising – Will be tasked with creating and managing any and all fundraising events / opportunities.

Program – The Program Committee shall assist the club with scheduling program speakers, preparing program presentations, and making any other necessary arrangements.

Bulletin – The Bulletin Committee shall have charge of compiling and distributing the monthly bulletin to the members of the Club. The official publication shall be THE TULSA OIL DROP.

By-laws – The Bylaws Committee shall review the Club bylaws each year and shall recommend revisions to meet local needs and to conform with the Association Bylaws.

Orientation – The Orientation Committee shall acquaint new members with the back-ground of the Club and Association stressing purpose, policy, procedures, and activities.

Scholarship – Shall organize and oversee the distribution of scholarship applications and the selecting of recipients. Will work with recipients and club treasurer to ensure scholarships are awarded in a timely manner.

Vision – Shall organize and coordinate the annual Vision Meeting. This includes scheduling a venue, creating brainstorming content for participants, and leading the Vision Meeting.

IAL – Shall organize and coordinate the annual Industry Appreciation Luncheon. This includes scheduling a speaker, venue, creating event flyers & programs, & decorating.

Public Relations – The Public Relations Committee shall see that proper publicity is given to the Club in all news media including the Club's social media platforms.

Roster/Website - The Roster/Website Committee shall compile and maintain a complete list of all members, their residence addresses, telephone numbers and employers' names, addresses and telephone numbers. The roster shall be distributed to membership by the April Meeting. The Club's website at www.tulsadand.net shall be maintained and kept current, responding and/or forwarding to appropriate persons any comments received through the website, and keeping hosting subscriptions current.