

Committee	Time Commitment	Committee Description
Membership & Certification	Jan - Dec 8-10 hours a month	This committee promotes membership in the Chapter and verifies the eligibility and classification of members for participation in Chapter activities. It also monitors and tallies votes, with the President-Elect serving as chair and State Representatives as members.
Research & Evaluation	Jan - Dec 2-4 Hours a Month, Possibly more during conference time	This committee supports the Chapter's mission through research and evaluation efforts that inform strategic planning and goal-setting. It also acts as a resource to other committees by responding to Board-identified priorities.
Special Concerns & Affiliations	Jan - Dec 8-10 hours a month	Charged with ensuring the inclusion of special groups in Chapter activities and decision-making, this committee fosters collaboration between secondary and higher education. It recommends programs that enhance equity and representation within the Chapter.
Legislation & Education	Jan - March 15-20 hours preparing for policy, April - Dec. 2-4 hours a month	This committee addresses educational policies impacting TRIO/EOP programs and keeps members informed on legislation and federal updates. It also helps expand communication networks among professionals in equal access education.
Fair Share	Jan - Dec. 2-4 Hours Monthly	The committee is tasked with helping the Chapter meet its Fair Share goals from COE. This committee works with members and institutions throughout the tri-state to boost personal contributions and institutional donations. This committee is tasked with creating a friendly competition at the Annual Conference to aid in meeting the Chapters Fair Share goal. This committee works closely with the State Representatives.
Scholarships	Jan - April 5-8 hours a week, May - Dec. 2-4 hours a month	Responsible for developing and executing the scholarship selection process for MKN awards, this committee works with the Board on criteria and amounts. It ensures scholarships align with Chapter goals and student needs.
Public Relations & Communications	Jan - Dec 2-5 Hours a week, depending on the workload	This committee oversees the dissemination of Chapter information through various media formats. It is also responsible for managing the publication of the Chapter Social Media accounts. This committee works closely with Technology.
Professional Development	Jan - Dec. 8-10 hours a month, depending on PD opps. offered.	Led by the President-Elect and co-chaired by the Past-President, this committee organizes training and advancement opportunities for members. It includes subcommittees such as Annual Conference, New Professionals, and MILE.

Annual Conference	Nov. - April 5-10 hours a week, May - July 2-4 hours a month wrapping up	The committee is tasked with planning and executing the Chapters Annual Professional Conference. This committee works closely with the property in which the annual conference will be held, and oversees individuals responsible for planning different aspects of the conference.
New Professionals	Jan - Dec 2-8 hours a month, depends on the activities planned.	This committee is tasked with planning events to engage the Chapters New Professionals. This can mean a New Professionals Pre-Conference or quarterly virtual roundtables with New Professionals from the tri-state.
MILE	Jan - Dec. 6-10 hours a month based on training	MILE Trainers are tasked with a year long training process to grow and develop the leadership and engagement of our MILE cohort. Trainers need to have at least one year of service in a leadership capacity at the EOA and/or MKN level in either an elected position or committee role. Trainers must be able to provide evidence of creativity, energy and vision necessary for working on behalf of the Chapter's mission and goals. Preference given to MILE Alumni and/or past Chapter or EOA board members.
Student Initiatives & Conferences	Jan - Oct 8-15 hours a month, dependant upon conference task	Focused on student benefit, this committee supports educational and professional development activities that align with Chapter objectives. It ensures students are central to the Chapter's mission. This committee is also responsible for planning and executing the Chapter's Pre-College/College Student Leadership Conference.
Heartland Research Conf.	Jan - Oct 8-15 hours a month, dependant upon conference task	The committee is tasked with planning and executing the Chapters Annual Heartland McNair Research Conference. This committee works closely with the property in which the conference will be held, and oversees individuals responsible for planning different aspects of the conference.
Finance	Jan - Dec. 8-10 hours a quarter	This committee monitors all financial matters of the Chapter, reviews fiscal policies, and evaluates the President's annual strategic plan and budget. It includes the Treasurer, President, and President-Elect as members.
Nominations & Elections	Jan - Jun, 2-4 Hours a Month	This committee conducts officer elections and oversees the nominations process, ensuring all candidates meet eligibility requirements. It ensures transparent, anonymous voting either in-person, by mail, or electronically.
Technology	Jan - Dec 2-5 Hours a week, depending on the workload	This committee manages and maintains the Chapter's technology systems and website. It ensures timely dissemination of publications, documents, event updates, and member information. This committee works closely with Public Relations and Communications.

<p>Advocacy & Recognition</p>	<p>Jan - Apr 8-10 hours a month, May - Dec. 2-4 hours a month</p>	<p>This committee coordinates efforts to recognize programs, professionals, and alumni for their achievements. It includes subcommittees such as TRIO Day, Alumni Engagement, MKN Achievers, and MKN Hall of Fame. This committee is also tasked with awarding the MKN Outstanding Insitution and MKN Outstanding Professional award. This committee solicts applications, reads and scores those applications, then awards a single award annually at the Chapter's Annual Professional Conference.</p>
<p>TRIO Day</p>	<p>Jan - Dec. 8-10 hours a quarter</p>	<p>This committee is tasked with gather and disseminating information collected from the tri-state on TRIO Day events.</p>
<p>Alumni Engagment</p>	<p>Jan - Dec. 8-10 hours a quarter</p>	<p>This committee is tasked with the collection of alumni information and updating the Chapter's alumni database. This committee is also tasked with planning special events for alumni throughout the tri-state.</p>
<p>MKN Achievers</p>	<p>Jan - Apr 8-10 hours a month</p>	<p>This committee is tasked with soliciting applications for the MKN Achiever's Award, awarded annually at the Chapter's Annual Professional Conference. This committee reads and scores applications, then awards a select number of receiptents.</p>
<p>MKN Hall of Fame</p>	<p>Jan - Apr 8-10 hours a month</p>	<p>This committee is tasked with soliciting applications for the MKN Hall of Fame Award, awarded at the Chapter's Annual Professional Conference. This committee reads and scores applications, then awards a select number of receiptents. This committee follows the MKN Hall of Fame guidelines.</p>