AWARDS COMMITTEE  
*Purpose:* Review nominations of potential award winners and make selection for our five award categories: Founders Award, Excellence in Leadership, International Excellence in Leadership, Technical Member of Distinction and Corporate SMTA+. Nominations are solicited from general membership via “SMTA News” and the Web site (additional direct mailings to corporate members and chapter officers).  
*Meeting Information:* No face-to-face meetings. E-mail and one conference call to review submissions, vote electronically.  
*Volunteer time required:* 6 hours annually

BOOKSTORE COMMITTEE  
*Purpose:* To provide assistance and support in selecting and reviewing titles for retail bookstore promotion and sales, and assistance in evaluating bookstore operations.  
*Meeting Information:* Bi-monthly email or phone correspondence with one or more committee members.  
*Volunteer time required:* 6 hours annually

CERTIFICATION COMMITTEE  
*Purpose:* To help develop the overall certification offering. Possible topics of discussion would be content, types of exams, locations, pricing, instructors. Members are asked to also review the report sent out after each certification offering. People who are currently certified are preferred as members.  
*Meeting Information:* one face to face meeting at SMTA International and 1-2 telecons during the year.  
*Volunteer time required:* 12 hours annually

CHAPTER LEADERS COMMITTEE  
*Purpose:* Provide assistance and support to chapters in trouble; provide expertise in determining Chapter of the Year award; assist in the development of incentive programs for chapters; support program development of chapter officer meetings; and support program development of the chapter officer leadership-training program (FORUM).  
*Meeting Information:* Telecon meetings 2-3 times annually, electronic communication  
*Volunteer time required:* 10 hours annually

CORPORATE ADVISORY COMMITTEE  
*Purpose:* To serve as advisors to the SMTA Board of Directors concerning corporate member benefits. The Council acts as a liaison with the global electronic assemblies’ corporate community to promote excellence in manufacturing.  
*Membership is by invitation.*  
*Meeting Information:* Annual meeting during SMTA International, teleconference and e-mail.  
*Volunteer time required:* 10 hours annually

HUTCHINS GRANT COMMITTEE  
*Purpose:* Review grant submissions from 10-30 students on a yearly basis. Rate and rank each submission numerically to determine the winner.  
*Meeting Information:* No face-to-face meetings. E-mail. One conference call if results are close.  
*Volunteer time required:* 10-25 hours annually depending on the number of submissions.

INTERNATIONAL COMMITTEE  
*Purpose:* To serve as advisors in areas concerning member relations, i.e. member satisfaction surveys, membership dues, benefits review and new offerings, renewal and new member incentives, and web site member concerns.  
*Meeting Information:* Annual meeting during SMTA International, teleconference and e-mail as needed.  
*Volunteer time required:* 10 hours annually
INTERNATIONAL STRATEGIC DEVELOPMENT COMMITTEE

*Purpose:* To develop the vision for SMTA internationally. **Members by invitation.**

*Meeting Information:* Teleconference, e-mail and face-to-face meetings (1-2 annually)

*Volunteer time required:* 60 hours annually

INTERNET COMMITTEE

*Purpose:* To provide assistance and support in evaluating Web site and general E-biz operations and development.

*Meeting Information:* Telecon and email correspondence four times annually and one on-site meeting annually during SMTA International.

*Volunteer time required:* 10 hours annually

MARCOM COMMITTEE

*Purpose:* Assist with marketing and communication of the SMTA look and association mission, drawing upon the members’ grass roots experiences at the local level. The members evoke creative ideas on how best to promote, “the Benefits of SMTA”. The committee plays a major role in marketing SMTA events and technical conferences as well as assisting the local chapters in increasing and strengthening its membership.

*Meeting Information:* Meeting held during SMTA International, quarterly telecon

*Volunteer time required:* 8 hours annually

MEMBERSHIP COMMITTEE

*Purpose:* To serve as advisors in areas concerning member relations, i.e. member satisfaction surveys, membership dues, benefits review and new offerings, renewal and new member incentives, and Web site member concerns.

*Meeting Information:* Annual meeting held during SMTA International with teleconferences throughout the year (1-2).

*Volunteer time required:* 12 hours annually

NOMINATING COMMITTEE

*Purpose:* To solicit and select candidates to serve as members of the Board of Directors (exact position as an Officer or member of the Planning Committee is determined following their election by the membership). Serve as liaison to local chapters to solicit input. Candidates are elected by the membership.

*Meeting Information:* Two meetings held by teleconference and e-mail.

*Volunteer time required:* Ten hours annually

STUDENT CHAPTER COMMITTEE

*Purpose:* To promote and enhance student chapters. To increase interaction between universities, regular SMTA Chapters and businesses for the advancement of the industry.

*Meeting Information:* Annual meeting at SMTA International. Teleconference 2-3 times a year.

*Volunteer time required:* 10 hours annually

TECHNICAL COMMITTEE

*Purpose:* To continuously improve the quality of the technical programs of the association, ensure an adequate supply of high-quality papers for SMTA conferences, identify emerging technologies and provide timely insight on trends to allow the association to implement technical programs that are responsive to the industry needs.

*Meeting Information:* Sub-committees for specific conferences are in contact by phone and e-mail on a regular basis. The complete Technical Committee meets once a year at SMTA International.

*Volunteer time required:* 10-80 hours annually, depending on sub-committee or conference you are working on.

TECHNICAL JOURNAL COMMITTEE

*Purpose:* To provide assistance and support in selecting and reviewing papers for publication in the SMTA Journal (published quarterly).

*Meeting Information:* Email correspondence four times annually.

*Volunteer time required:* 10 hours annually.

TESTABILITY COMMITTEE

*Purpose:* To provide assistance and support in revising the SMTA Testability Guidelines. Creating, reviewing, editing information.


*Volunteer time required:* 20 - 30 hours every other year.