



## TRINIDAD & TOBAGO

July 22, 2007

**Ms. Jones**

Executive Vice President, IABC T&T  
1 Apple Drive  
Westmoorings.

Dear Maria,

### **IABC T&T ... A Commitment to Serve**

It is with great pleasure that I welcome you to the 2007-2008 IABC T&T Executive Board!

I am looking forward to everyone on our executive team getting to know each other a bit better before we launch into our chapter activities. We will be holding an initial executive board strategy session on Saturday September 1<sup>st</sup>. at a venue to be announced. It promises to be a time for us to share information and ideas and to capitalise on lots of creative energy.

As the Executive Vice President of IABC T&T you are required to:

- Promote IABC wherever possible
- Attend 80 per cent of all monthly Executive Board meetings and Chapter meetings
- Welcome non-members to Chapter activities
- Alert the President of IABC T&T as to any impending time away from the Board
- Participate as a decision-making member of the Executive Board
- Prepare and submit an annual budget to the VP Finance, where applicable
- Recruit a committee for tasks, as needed and meet at least once a month
- Maintain all portfolio information in an organised way to pass along to a successor
- Train a successor at the appropriate time

We will have a chance to review and discuss your specific responsibilities at our one-on-one meeting before our retreat and I look forward to your input throughout the year on how they can best be adapted to suit our Chapter's needs.

I recognise that being a volunteer will take up some of your valuable personal time and I am 100 per cent committed to helping you achieve your personal and professional goals related to this volunteer position.

To seal your commitment to serve, please sign this letter and return via email no later than August 15<sup>th</sup>. 2007.

Welcome on Board!

Best,

A handwritten signature in black ink, appearing to be 'JC' with a long horizontal stroke extending to the right.

Judette Coward-Puglisi  
President,  
IABC T&T 2007-08

Maria Rivas Mc Millan  
Executive Vice President  
IABC T&T 2007-2008