

## 6) Illuminator *Guidelite* Committee

### **Purpose:**

- To provide guidance and serve as a mentor to new Illuminators

### **Committee Composition:**

- 1 Advisor (Third Year Headlite serves as the Advisory Officer)
- 1 Liaison (Registration Hilite)
- 1 Chairperson (Dimmed Hilite)
- 1 Vice Chairperson (Dimmed Hilite)
- Minimum of 9 Committee Members (Dimmed Hilites, if less than 9 ask current Hilites to fill in)
- Note: All 6 third-year outgoing Hilites should be asked to serve as Guidelites for the next convention

### **Pre-Convention Responsibilities:**

- Sixty Days Before Convention:
  1. Receive New Member list from the Tailite
  2. Contact Dimmed Hilites to volunteer for committee
  3. Send letter to New Members with a sign-up form to be returned
  4. Send letter to Guidelites thanking them for volunteering
- Forty-five Days Before Convention:
  1. Update additional New Members with list from Tailite
  2. Send additional letter to New Members with a sign-up form to be returned
  3. Send Spotlight a list of New Members needing a committee assignment
  4. Send Headlite the list and confirm the time and place of New Member reception
- Thirty Days Before Convention:
  1. Assign New Members to Guidelites
  2. Send letter to Guidelites with assignment and procedures along with a recommendation that the Guidelite make personal contact with their New Members prior to the convention
  3. Send letter to New Members letting them know who their Guidelite will be and the procedures for registering on site
  4. Send work sheets and Guidelite/New Member sign up manual to the Registration Liaison

5. Coordinate procedures and updates with the Registration Liaison

**Convention Responsibilities:**

- Work with the Registration and Membership support committees as follows:

Registration:

1. Register New Members
2. Record information on Guidelite forms
3. Advise New Member who Guidelite is if they do not know
4. Assign a Guidelite to a New Member if one has not been previously assigned
5. Any Dimmed Hilite who registers and is not a Guidelite should be asked to volunteer as a Guidelite

Membership:

1. Any New Member signing up at the convention should be registered and assigned a Guidelite

**Post Convention Activities:**

- Send letter to all the Guidelites thanking them for their work at the convention. Ask them if they have any recommendations or ideas that would help the committee function for efficiently in the future.