

SOROPTIMIST INTERNATIONAL OF SACRAMENTO

Four Pillars:
MEMBERSHIP
PROGRAM
FUNDRAISING
PUBLIC AWARENESS
+
Operations

All committees fall under the Four Pillars. See below for committee descriptions and timelines

MEMBERSHIP (Technical)

- A. Recruitment and Retention*
- B. SOLT (Soroptimist Orientation & Leadership Training)*
- C. Attendance*
- D. Hospitality*
- E. Roster*
- F. Program Speakers*

A. RECRUITMENT AND RETENTION (Technical)

This committee is responsible for actively recruiting new members through outreach into the community and fostering connections. Current members should be reminded to solicit for prospective members among their friends and acquaintances.

- All aspects of recruitment and retention are covered in the Recruitment and Retention Guide, available from the SIA website. Templates and resources should guide the recruitment and retention plan for the year. The plan should include conducting outreach activities to recruit career persons whose interests align with the Soroptimist mission, and seeking members who possess knowledge and skills that would benefit the club's functions and operations.
- Orientation about Soroptimist should be provided to every prospective member. This should include training about our club specifically, Soroptimist in general, and the responsibilities of membership .
- A new member Induction Ceremony is conducted for new members. The new member is presented with a folder (currently prepared by Barbara Coulam) containing the Certificate of Membership, orientation materials, a Soroptimist

membership pin and name badge (pin can be ordered from SIA and name badge from the UPS store on Howe Ave.) and a presentation bouquet of flowers (can be obtained from Safeway on Alhambra or Trader Joe's or any other place)

B. S.O.L.T. Soroptimist Orientation and Leadership Training (Technical)

This Committee educates the current members of the heritage, purpose, policies and programs of Soroptimist and the traits of effective leaders. A S.O.L.T. presentation should be made at each business meeting.

C. ATTENDANCE (Technical)

The Attendance Committee is responsible for encouraging and tracking club meeting attendance. Therefore, it is a good committee for new members to participate in so they can get acquainted with all the members.

Meeting Duties include:

- Obtain the list of those attending from the person sending out RSVPs for luncheons (2023-24 Mary Wordlaw). The list will be provided by Thursday morning (of meeting week).
- Greet each member or guest upon arrival and record their attendance on the attendance register.
- Provide a name tag for guests.
- Plan for raffle prize drawing for those members wearing name badge, and present each of them with a raffle ticket (putting the other half in the basket)
 - A) Bring raffle prize for each meeting
 - B) Bring tickets to give one to each member wearing name badge
 - C) Ask President to draw winning ticket at meeting's end and present the prize.
- Delegate various duties to committee members (the duties can be shared or split) Just make sure there is always someone assigned to taking attendance at meetings.
- Keep track of member attendance so we can report to the Membership committee when a member has been having lengthy absences.
- Train new committee members on the attendance duties
- Work with caterer regarding needs (if this duty has been assigned to you)

D. HOSPITALITY (Technical)

The Hospitality Committee is responsible for encouraging enthusiastic participation in Club activities. Therefore, it is another good committee for new members to participate in so they can get acquainted with all the members.

Duties include:

- Conduct a committee meeting by the end of Summer to be prepared for the beginning of the club year in September (and make committee assignments)
- Get a listing of all meeting dates for the club year and assign committee members for each meeting to coordinate being a greeter and someone to plan for an ice breaker for business meetings (no ice breaker needed for speaker meetings unless the President requests it).
- Assign a committee member to present the Thought for the Day at each Business meeting (the first meeting each month)
- Plan holiday parties (Holiday & Halloween) and the Summer Luncheon with help of the committee members and coordination with the President.
- Send “Sunshine” cards to those members who are ill or bereaved, and birthday cards to those members having birthdays
- Delegate various duties to committee members (the duties can be shared or split)
- Train new committee members on the Hospitality duties

E. ROSTER (Technical)

This Subcommittee maintains the official roll of the membership, the printed roster (if one is maintained), and coordinates with the website chair to maintain the on-line roster.

- Should meet before the club year end (May/June) and communicate to members that edits to their contact information and photo should be sent to the Roster Chair as soon as possible. Meet again shortly after the new club year (July) to begin assembling the roster.
- Ongoing committee work may be done throughout the year via e-mail or in-person meeting as needed to keep the roster information current.

F. PROGRAM SPEAKERS (Technical)

This Subcommittee is chaired by the 1st VicePresident who is responsible for coordinating and managing schedules of special guests and speakers for the club year.

Timeline:

- A meeting of the Subcommittee should be held in late summer to plan for the speakers for at least the first half of the year. Ideas for speakers should be shared by club members to the Subcommittee for consideration. Members should be assigned to coordinate each speaker and their presentation. The assigned member should provide a speaker bio for publication in the newsletter and on the website at least six weeks before the meeting. Speakers should be confirmed by the assigned member and the chair should mark the speaker confirmed on the schedule when it has been accomplished. The assigned member is responsible to furnish the Thought for the

Day. The Subcommittee should meet again, as needed, to complete the speaker's schedule.

PROGRAM (Service)

- a. Live Your Dream*
- b. Dream It Be It*
- c. Scholarships*
- d. Project Selection*
- e. Blanche Edgar/Shirley Godfrey*
- f. Money Matters*

A. LIVE YOUR DREAM AWARD (Service)

This committee has three very important functions;

1. Administer and manage the Live Your Dream Award Program. To assist financially a woman/women preparing to re-enter the job force, or seeking additional education for the purpose of improving her job skills. (See application)

<http://www.soroptimist.org/awards/apply.html>

This program involves electronic/email distribution of application forms via the SIA website; screening the applications; convening a committee of Judges to review the finalist applications to make the final choices; planning the awards program and luncheon; and submitting to region the Live Your Dream winners which are thought to be worthy of being a regional winner. (see regional cut-off dates)

2. This committee may also make suggestions for awarding the Laurel Award if the Board and club decide to annually present such an award. This award is arranged for at SIA.

3. This committee also handles the presentation of the Soroptimist of the Year Award if it is decided to present that award. This award is coordinated with the Board.

TIMELINE:

July to September - Meet with your committee and determine the timelines for the Live Your Dream application processes. The applications will be distributed from SIA for a timely application process. If you have excess applications, they can be passed on to other clubs who have fewer.

December to January - Select winners. The program committee should be asked early on to designate a meeting for the awards luncheon. Prior to Awards Luncheon- Be sure to submit the expenditure request forms to the Treasurer in enough time to receive the Award checks for the luncheon. (Barbara Coulam will make beautiful award certificates for presentation to the winners, if you give her enough notice.) Each award winner may invite one guest to the luncheon which will be paid by the Club. Additional guests may be invited but must be paid for individually.

B. DREAM IT, BE IT PROGRAM (Service)

This Subcommittee administers and manages the Dream It, Be It Program which is designed and recommended by SIA. (See their website for curriculum etc.) This program is currently taught by

S.I.S. club members at the charter school, S.A.V.A. (Sacramento Academic and Vocational Academy). Other locations may also be considered.

- A. Plans should be made early in the club year to determine who will be teaching which sessions.
- B. Consideration should be given to whether a scholarship has been budgeted for a D.I.B.I. student; and, if so, plan for and

follow the scholarship selection and presentation criteria.

C. SCHOLARSHIP (Service)

This committee's primary responsibilities are the distribution of scholarship awards and the management of the scholarship funds.

- Manage the scholarship awards program. This involves distributing scholarship application forms to the college financial affairs offices: (Sacramento City College, and McGeorge School of Law, U.C. Medical School, and others as determined by the committee); screening the applications; convening a committee to review the applications to make the final choices; planning the awards program and luncheon.

- Manage the scholarship funds in coordination with the Club's Treasurer and financial advisor (formerly Mary Kobane; a new advisor has been named). Submit at least annually to the board a recommendation of the investments for the funds to maximize the return on the funds while minimizing the risks of the investments.

TIMELINE

January and February– Scholarship applications are to be distributed and collected for the scholarship application process. The program committee should be asked to designate a meeting for the scholarship awards luncheon (not in conflict with the region conference, usually in the month of April)

Submit the expenditure request forms to the Treasurer in enough time to receive the scholarship checks for the luncheon. (Barbara Coulam will make beautiful award certificates for presentation to the winners, if you give her enough notice.)

Each scholarship recipient will have her lunch paid for by the club as well as one guest. Additional guests may be invited but their luncheons must be paid for individually.

SOS contributions are given to the Assistant Treasurer for deposit. She then provides a list of the contributors to the Corresponding Secretary for acknowledgement to the honoree or family and to the donor for a receipt. Contributors' names should be also given to the newsletter chair for recognition in the newsletter.

D. PROJECT SELECTION (Service)

This Subcommittee researches and recommends the community service projects that the club will support during the following club year, and the minor projects supported during the current club year. Check the budgeted amounts in the club budget.

A. **Research and identify community needs.** This can be done by issuing an RFP to community organizations or identifying a worthy project by other means. The information should be reviewed and ranked by the Subcommittee members in cooperation with the Service Activities Committee chair before recommending to the Board.

1. Recommend plans for the club to contribute members' time and/or talents that will meet community needs. The timing of projects should consider member commitments to other club events, such as fundraisers.

2. Recommend to the finance committee the amount of money needed for future club year's service project (in February or March of each year)

B. **Random Acts of Kindness** – These are various needs which are identified in the community on a random basis, i.e., Gifts From The Heart at the County for Christmas or Valentines Day, Single Moms Strong needs, TitleOne School teacher's needs etc. These are activities which the members can participate in on a voluntary basis.

C. **International Goodwill and Understanding** These are needs that are identified in other countries which the committee and club decide to help address. (i.e. Earthquake Relief in Turkey)

E. BLANCHE EDGAR/SHIRLEY GODFREY MEMORIAL (Service)

The Blanche Edgar – Shirley Godfrey Memorial Committee administers the Memorial Funds which were established with funds and/or property which were donated to the club to be used for Service projects.

The funds are deposited with Wells Fargo (formerly Mary Kobane) and kept in separate accounts which earn interest and are monitored by the club Treasurer. Expenditures are made through the Service Fund and are replenished from either the Blanche Edgar or the Shirley Godfrey accounts. These expenditures go for “hard scape” or capital projects and are not to be used for program expenses.

The committee evaluates requests for expenditures and decides which projects to recommend to the Board and the membership for funding. It has been the intent to not spend either account below the \$90,000 - \$100,000 threshold (in order to maintain the principal amount in perpetuity).

Members of the committee shall be at least: The President, 1st Vice President, Immediate Past President, Treasurer, and three (3) Club members with alternating three (3) year terms.

TIMELINE

The committee should meet early in the Club year (September or October) to evaluate the “request for proposal” process for that club year. Consideration should be given to either requesting proposals once in the club year or waiting to see if individual requests come in during the club year which could then be separately considered. Each proposal for expenditure must be approved by the Board and the Club membership.

F. MONEY MATTERS (Service)

This Subcommittee plans and executes the Money Matters curriculum at the various locations where it is determined to be taught (currently taught at S.A.V.A. as part of the Women in Leadership curriculum, and at My Sister’s House as part of the Women to Work Program).

- A. Review the curriculum and make any necessary updates. (This curriculum was designed by members of S.I.S. and the Master is held on Barbara Coulam and Nancy Wolford- Landers’ computers.)
- B. Determine how many sessions will be taught at which locations, on what dates and time and who will teach each session.
- C. Provide necessary worksheets and handouts to each session’s teacher.

FUNDRAISING (Service)

- a. Fundraisers*
- b. CEO Program*

A. FUNDRAISER DEVELOPMENT (Service)

The Fundraiser Development Sub-Committee suggests methods of raising money and directs fund-raising projects approved by the club. Consideration should be given to raising funds for the next year's service projects.

The club's Service budget will indicate the minimum amount required from fund-raising events throughout the year. This is the target of the Fundraiser sub-Committee, which handles the details of each fund-raising activity. The committee chair should assign committee members with responsibility for specific fund-raising activities.

The Fundraiser Development Sub-Committee submits for club approval all fund-raising projects, specifying investment of time, money required and estimated net profit.

Each Fund-Raising Event should have its own Chair assigned and a committee chosen. A procedures outline and budget should be prepared for each specific fund raising activity for the committee to be able to follow.

TIMELINE

In the Summer, the committee should meet to start planning the fund-raising activities for the following club year. The recommendations of the committee shall be submitted to the Board of Directors for approval and then taken to the entire membership for approval.

The Project Selection Committee should have submitted a list of its projects and an estimate of funds that will be needed that will be reflected in the club's budget. (Project selection grants are suspended until further notice due to a decrease in fundraising.)

B. CORPORATE ENCOURAGEMENT OPPORTUNITY (CEO) (Service)

This subcommittee is responsible to administer the S.I.A. 's CEO program with interested companies in the community.

- A. Read and follow the SIA program guidelines for the CEO program.
- B. Research companies in the area that might be women owned and/or who might be interested in helping to support our club and to provide amember.
- C. Contact and solicit companies to be part of the CEO program (sample letters and formats for our club are available)

PUBLIC AWARENESS (Technical)

- a. *Publicity and Outreach*
- b. *Website*
- c. *Social Media*
- d. *Newsletter (need)*

A. PUBLICITY AND OUTREACH (Technical)

This committee works toward favorable public relations, in accordance with the public relations program of the federation. **Information on activities to be publicized should be provided to this committee from each committee sponsoring the activity,** in the manner and time frame which this committee specifies.

Complete information on how to establish and manage a club public relations program can be found in the SIA Public Relations Kit, which includes the *Public Relations Handbook*, available from federation headquarters. The Publicity and Outreach Committee should obtain and use this kit (available on the SIA website).

Newspaper and Radio and T.V. contacts should be cultivated and utilized whenever possible.

TIMELINE

The committee should send press and media releases out in plenty of time prior to each event being publicized. Each print or media outlet has its own timeline for receiving information. (electronic listing is available, also copies of sample news releases)

Those news contacts should be made in the Summer or early in the club year to determine each timeline and format desired.

B. WEBSITE ADMINISTRATION (Technical)

Committee Description/Duties with Timeline

This committee is responsible for day-to-day maintenance of the content of the club website.

Website Administration

Management of the website is the committee responsibility. The Committee Chair is the designated website administrator for the public and member log-in. The administrator will be responsible for oversight of timely postings, site monitoring to maintain current information, and consultation with the Webmaster on design and development issues, or for support or training.

Designated committee sub-chairs and members at large shall be responsible for working with the website administrator for timely posting of content relevant to their committee areas(s). The website administrator will approve all content before it is posted to the website. In the absence of the website administrator, the 2nd Vice President will approve content before it is posted to the website.

Training and Quick Reference Guide

The Website Administrator shall provide training, and a quick reference guide to committee members designated to post to the site.

Members

Members of the committee shall be at least; the President, the 1st Vice President, 2nd Vice President, Chairs of the Membership, Roster, Newsletter and the Public Relations committees, the Recording Secretary, and the two (2) Club Members at large with alternating 2-year terms.

Timeline

The full committee shall meet within 30 days after the installation of new officers and thereafter, as needed. The Website Administration Chair will communicate or meet more frequently- if necessary – with individual committee sub-chairs.

C. SOCIAL MEDIA (Technical)

Committee Description

This committee is responsible for day-to-day maintenance of the content of the club's Social Media websites.

a. Social Media Administration

Management of the club's Social Media websites is the committee responsibility. The Committee Chair is the designated Social Media administrator for the posting of items to the Club's Social Media pages. There may be other persons who can also be authorized to post club items to the club's social media pages, in coordination with the committee chair.

b. Social Media Photography

The committee chair shall take responsibility for taking photographs of events to post on Social Media. The chair may assign these duties to other members from time to time and may accept photos taken by others to post on Social Media.

c. Input from Committees

Committee chairs wishing to publicize events, should provide to the Social Media chair, the information they want posted on Social Media in a timely manner.

D. NEWSLETTER (Technical)

The committee is responsible for the monthly newsletter. Duties include:

- a. Gathering articles and information for the upcoming newsletter.
- b. Asking members to write articles which pertain to club business and its mission. For example, committee chairs could provide pertinent information.
- c. Provide a deadline for articles to be submitted.
- d. Design and create the newsletter.
- e. Disseminate the newsletter to SIS members within the first week of the month.
- f. Send an electronic version to the SNR e-blast

OPERATIONS

- a. *Finance Committee*
- b. *Laws and Resolutions*

FINANCE COMMITTEE (Technical)

Committee Description/Duties with Timeline

The Finance Committee is in charge of devising the Club's operating and service budgets. This committee must be familiar with objectives of the club; financial requirements; and adopted financial procedures and policies. Needed Budget information should be solicited from committee chairs in the early Spring.

Budgets, a tool of good management, are made to establish (in advance) the objective and /or result of the budget period; to provide a means of coordinating the various activities of the club; and to show whether the objective is being realized and where changes may be made to attain the objective. Requests for unbudgeted items should be referred to the Finance Committee for consideration, and amendments to the budget should be approved by the Board and the membership.

The Finance Committee may also want to prepare, with the aid of the club Treasurer, a comparative budget with the previous club year's income and expenditures for illustrative purposes.

The club should operate on a budget system with the Operating Budget kept separate from the Service Budget, (unless approved differently by the club membership)

TIMELINE

The Finance Committee shall submit the proposed Operating and Service budgets for the succeeding year at the business meeting in April or May (if the club year is July 1 - June 30). The budget, subject to revisions, shall be presented at the designated annual meeting as established by club procedures (June) for club approval.

B. LAWS AND RESOLUTIONS (Technical)

The Laws and Resolutions Committee is responsible for reviewing all proposed amendments to club By-Laws and for making recommendations to the club.

The committee should review the club By-Laws annually and prepare any amendments considered necessary. It should also prepare (for presentation to the club) any amendments as requested by the club's Board of Directors.

The committee is considered the authority on laws, and should assist all officers, committees and members in interpretation of the laws. The

Parliamentarian and appropriate region or federation committees should be consulted about additional clarifications.

To Amend, Resolve, Recommend

An amendment is proposed to make changes in the bylaws. It becomes effective when approved by a two-thirds vote of the membership.

Methods of Amending

- Striking out words, phrases, or sentences.
- Inserting words, phrases, or sentences.
- Striking out and substituting words, phrases, or sentences.
- Adding words, phrases, or sentences.
- Striking out an entire section and substituting a new one.

Recommendations and Resolutions

Definitions:

Recommendations: having to do with the operation of policies or to correct, augment or delete existing policies.

Resolutions: having to do with policy, endorsement, appreciation or purpose. Resolutions are submitted for the purpose of expressing opinion, or recommending or endorsing an action to be accomplished. Any official endorsement or policy action must be in resolution form.

Federation Procedures

Federation procedures may be amended at a federation Board of Directors meeting. A club may submit proposed amendments to the *Federation Procedures* at any time.

Region Bylaws

A checklist of recommended region bylaws, which serve as guidelines, is printed in the *Federation Procedures* booklet. A region's by laws may be amended at any region conference by a two-thirds vote, provided notice of the amendment has been given in the call to conference.

Club Bylaws

Each club should adopt bylaws. Each club is free to adopt bylaws suitable and acceptable to the club, providing they are not in conflict with the *SI Constitution*, *SIA Federation bylaws*, *Federation Procedures*, and /or the region's bylaws.

A checklist of recommended club bylaws is printed in the *Federation Laws* booklet, which is available on the SIA website.

Club bylaws may be amended as stipulated in the club bylaws. Suggested procedure is that they be amended at any regular club business meeting by a two-thirds vote of the members, provided notice of the amendment has been given at the preceding business meeting. The Laws and Resolutions Committee is responsible for reviewing all club bylaws and for making recommendations about possible amendments.

See region and *Federation Bylaws* for the correct procedure for submitting recommendations and resolutions.

TIMELINE

Deadline for convention action: September 1 preceding the convention.

Club Bylaws: As needed.

- 6) Report periodically to SIS, Inc. regarding the projects that are being undertaken by other clubs throughout the world

