

# SOROPTIMIST INTERNATIONAL OF SACRAMENTO

## Committee Descriptions

(Approved March 2021)

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### Membership Committee

(A Technical Committee)

This committee consists of five (5) Subcommittees, each of which may have its own Chair. The total Committee should have a meeting at the first of the club year and then each Subcommittee can operate independently from then on with timely reports being made to the Membership Chair.

#### Subcommittees:

1. **RECRUITMENT AND RETENTION:** This subcommittee is responsible to actively recruit new members through active outreach into the community and fostering connections. Current members should be reminded to solicit for prospective members among their friends and acquaintances.
  - A. 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. 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.
  - B. 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 .
  - C. Conduct the new member Induction Ceremony. 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).
2. **ATTENDANCE:** This subcommittee assumes all the responsibilities connected with members' attendance at meetings, and should provide a welcoming atmosphere for guests and members (especially new members)
  - A. Coordinates sending out meeting notices for in person meetings & making arrangements with the meeting place.

- B. Receives and organizes the R.S.V.P for the meetings.
  - C. Greets and keeps track of those attending.
  - D. Makes sure those who say they are attending pay for the meeting if they do not attend.
3. **HOSPITALITY:** This Subcommittee plans and executes holiday parties for members, plans and executes periodical social events for the membership, and plans and executes the Summer luncheon in cooperation with the President.
- A. Coordinates with the President and Meeting Speakers Committee to provide seasonal themed décor and/or activities at meetings, e.g., Halloween, December, Spring, etc.
  - B. Greets members and guests at meetings.
  - C. Appoints a sunshine chair to send birthday greeting cards and get well or sympathy cards to members. Coordinate flowers to be sent to ill members.
  - D. Prepares the Thought for the Day at all Business meetings, or delegates to another member.
4. **S.O.L.T.** – Soroptimist Orientation and Leadership Training – Educates the current members of the heritage, purpose, policies and programs of Soroptimist and the traits of effective leaders. A presentation should be made at each business meeting of the club.
5. **ROSTER:** 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.
- A. 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.
  - B. Ongoing committee work may be done throughout the year via e-mail or in-person meeting as needed to keep the roster information current.

## **Public Awareness Committee**

(A Technical Committee)

This Committee consists of the four (4) Subcommittees listed below, each of which may have its own Chair. Each Subcommittee may operate independently with timely reports being made to the Public Awareness Chair (PAC). Each fundraiser chair or program activity chair should provide the facts of the function needing publicity to the Publicity Outreach Chair or PAC Committee Chair, who shall coordinate among the four Subcommittee Chairs for dissemination,

whether to club members only or the general public. This Committee works toward innovative and effective public awareness in accordance with the public awareness program of SNR and SIA.

## **Subcommittees:**

- 1. PUBLICITY OUTREACH** – The purpose of this Subcommittee is to disseminate the Media Releases to all the media outlets in the area that will utilize them. The Committee Chair, or the Publicity Outreach Chair, will serve as the club’s primary spokesperson to the media; schedule interviews or filming; cultivate and maintain cooperative and collaborative relations with diverse media (print, radio, T.V.) to gain the broadest range of publicity options for all club activities. There is a list of those contacts which should be passed on from one subcommittee Chair to the next.
  - A. This Subcommittee should also prepare a Media Kit about the club by referring to the SNR Public Awareness site or SIA Public Relations Handbook, which may be found at: [www.soroptimist.org/members/publicawareness/publicawarenessdocs/toolstemplates/mediakit101.pdf](http://www.soroptimist.org/members/publicawareness/publicawarenessdocs/toolstemplates/mediakit101.pdf). The media kit will be a tool for club members to use when seeking donors and sponsors for fundraising events and activities.
  - B. Maintain the current media list by periodically and routinely confirming and updating media contact information on the list.
  
- 2. WEBSITE ADMINISTRATION** – This Subcommittee is responsible for maintaining the club website and coordination and interaction with the website designer (Joe Starrett). This Subcommittee shall consist of, at least, the President, 1<sup>st</sup> Vice President, Secretary, Chairs of the Membership, Roster, Newsletter and Public Awareness Subcommittees, and two (2) club members at large with alternating 2-year terms. Anyone noting any errors on the website should call them to the attention of the Subcommittee Chair immediately.
  - A. This Subcommittee is responsible for timely postings to the website, site monitoring to maintain current information, and support and training on the use of the website.
  - B. This Subcommittee is responsible to see that Newsletters and Media Releases are posted to the website in a timely manner, and that business meeting minutes and other relevant documents are posted in the Members Only section of the website for posterity.

- C. The Subcommittee Chair is responsible to assist and coordinate with member logins to the website.
- D. Timeline – This Subcommittee should meet within 30 days after the installation of new officers to make sure that changes to the website are made timely. (Member listing, new Officers, new President’s message, etc.)

- 3. SOCIAL MEDIA** – This Subcommittee is responsible for making all the postings on Facebook and all other social media being utilized by the club. (as directed by the Board, activity function Chairs, member requests, or others with information pertinent to the club).
  - A. This Subcommittee should collaborate with the Website Administration subcommittee to assist in the coordination of event publicity on both the website and all social media outlets.
  - B. Should also expand social media coverage beyond Facebook.
  
- 4. NEWSLETTER** – This Subcommittee is responsible for the creation and circulation of the club newsletter. (To be published every month excepting July and August, when one summer newsletter will suffice)
  - A. The purpose of the newsletter is to inform members (and other interested parties) of club business, activities, membership changes, SNR and SIA updates, other Soroptimist Clubs’ activities, pertinent community activities and other articles of members’ interests.
  - B. The newsletter should also promote upcoming events, detail post-event summaries (district meetings, SNR and SIA conferences & conventions) and upcoming meeting speaker information.
  - C. Club leaders (Board officers, committee Chairs, interested members) should submit articles, stories, columns, and reports to the Newsletter Chair regularly for publication.
  - D. The newsletter is produced in an electronic version for email distribution. A printed hard copy for postal mail can be requested by members who do not have email.
  - E. A member of the committee should provide the most recent copy of the newsletter (and fundraising or event flyers) to the SNR E-blast Coordinator for inclusion in the semi-monthly E-blast.

# Operations Committee

(A Technical Committee)

This committee consists of two (2) Subcommittees, each of which has its own Chair. Each Subcommittee may operate independently with timely reports being made to the Operations Committee Chair.

## Subcommittees:

1. **FINANCE:** This Subcommittee is responsible to prepare a proposed budget for each following club year. It should be familiar with the objectives of the club; financial requirements; and adopted financial procedures and policies.
  - A. Solicit budget requests from each committee Chair in March.
  - B. Convene the committee to structure a proposed budget for both the Service and Operating accounts, which are balanced (when utilizing reserves if necessary)
  - C. Submit the proposed budgets to the Board and membership by April or May And post in the Newsletter the month preceding the Business meeting when it will be voted on.
  - D. Final proposed budget to be adopted by membership at the June Business meeting.
  - E. During the club year, unbudgeted items should be referred to the Finance Committee for consideration, and amendments to the budget should be approved by the Board and club membership.
  - F. Review Club financial statements quarterly and submit revisions to the Board as needed.
  - G. The Finance Subcommittee 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.
  
2. **Laws and Resolutions:** The purpose of this Subcommittee is to promote awareness of SIS Federation, Region and Club Bylaws and standing committees.
  - A. This Subcommittee is responsible for reviewing all proposed amendments to the club Bylaws, and for proposing amendments to the club Bylaws.
  - B. This Subcommittee should annually review the club Bylaws to determine if any changes are necessary.

- C. This Subcommittee should prepare (for presentation to the club) any amendments as requested by the club's Board of Directors.
- D. This Subcommittee is considered the authority on the 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.

## **Fundraising Committee**

(A Service Committee)

This committee consists of two (2) Subcommittees, each of which may have its own Chair. Each Subcommittee may operate independently with timely reports being made to the Fundraising Chair.

### **Subcommittees:**

- 1. CORPORATE ENCOURAGEMENT OPPORTUNITY (CEO):** 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 a member.
  - C. Contact and solicit companies to be part of the CEO program (sample letters and formats for our club are available)
  
- 2. FUNDRAISERS –** This subcommittee determines the need for fundraising opportunities and manages those activities. (Note: A designated person should maintain daily sales records & maintain purchases records, as necessary. This person will provide these records to the Treasurer/Assistant Treasurer.)

# Programs Committee

## (A Service Committee)

This Committee has seven Subcommittees. Each has its own Chair. The entire Committee should meet at least once a year for strategy and planning. After that, each subcommittee should meet individually with timely reports and cooperation with the Committee Chair.

### Subcommittees:

1. **AWARDS:** This Subcommittee administers and manages the award programs.

- A. **Live Your Dream:** This award assists women financially, who are the head of their family, preparing to re-enter the job force, or seeking additional education for the purpose of improving job skills. (See application via SIA)  
<http://www.soroptimist.org/awards/apply.html>

This program involves electronic/e-mail distribution of application forms to the appropriate outlets (Women's Empowerment, St. John's Program for Real Change & and My Sister's House) including colleges in the area; screening the applications; convening a committee 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 by the Regional deadline.

### Timeline:

- 1.) September - Meet with your Subcommittee and determine the timelines for the Live Your Dream application processes, and any other awards that will be presented. Coordinate with Program committee for the date of the award presentations luncheon. Verify the budgeted amounts available for presentation. Check possibility for 2-year grants. The applications need to be distributed and collected for a

timely application process, and review by committee members.

- 2.) December to January - Select winners. Submit selected winners to SNR for consideration of being a Region winner. (See region cut-off date)
- 3.) Prior to Award Luncheon- Be sure to submit the expenditure request forms to the Treasurer in enough time to receive the Award checks for the luncheon. Each winner may designate a guest (paid for by the club) to attend the award luncheon. For each awardee, provide flowers and a certificate, from either the template on the SIA website or from Barbara Coulam, if you give her enough notice.

- B. **Laurel Award** - This Subcommittee 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.
- C. **Soroptimist of the Year** - This Subcommittee also handles the presentation of the Soroptimist of the Year Award, if it is decided to present the award. This award is coordinated with the Board.

These recommendations should all be coordinated with the Programs Chair for presentation to the Board of Directors.

**2. DREAM IT, BE IT PROGRAM:** 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.



- 3. PROJECT SELECTION:** 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, Title One 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.
- 4. SCHOLARSHIPS:** This Subcommittee's primary responsibilities are the distribution of scholarship awards and the management of the scholarship funds.
- A. Distributes Scholarship application forms to the college financial affairs offices, e.g., Sacramento City College, CSUS, McGeorge School of Law, UCD Medical School, and any others as determined by the committee. This should be done by November.
  - B. Screens the applications by subcommittee members in order to make final choices.

- C. Plans and executes the award luncheon to present the scholarships.
- D. In collaboration with the total committee, submits to Region, any winners which are worthy of being Regional winner.
- E. Annually reviews the Scholarship budget and collection of scholarship contributions and submits any changes to the Finance Committee and the Board.
- F. Checks the budget to see total amount of scholarship funds available to be distributed. Submit the expenditure request forms to the Treasurer in enough time to receive the scholarship checks for the award luncheon.
- G. Prepares scholarship luncheon program and identifies SIS hostess for each recipient (each recipient can invite one club-paid guest). Select a member to make award certificates folder for each recipient.
- H. SOS contributions are given to the Assistant Treasurer (or made online) for deposit. The Treasurer then provides a list of contributors to the Corresponding Secretary for acknowledgement to the honoree or family and to the donor for a receipt. Contributors' names should also be given to the newsletter chair for recognition in the newsletter.

**Timeline:**

The committee should convene in the Fall to develop a plan that includes the tasks and timeframe. With the Program Speakers Chair, determine a meeting date for the Scholarship Awards luncheon (not in conflict with the Region conference). In early November, electronically submit the application form to the Financial Assistance offices of the colleges and universities. In February, collect and log the scholarship applications. In late February or early March, meet to review & select recipients. The timeline should be determined by working backwards from luncheon date.

- 5. **MONEY MATTERS:** 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 work sheets and handouts to each session's teacher.

**6. BLANCHE EDGAR/SHIRLEY GODFREY:** This Subcommittee administers the Memorial funds which were established with funds and/or property donated to the club to be used for Service projects which are "hardscape" or capital projects and are not to be used for program expenses.

- A. Members of the committee shall consist of at least: The President, 1<sup>st</sup> Vice President, Immediate Past President (if still a club member), Treasurer, and at least three (3) club members with alternating three (3) year terms.
- B. Currently, the funds are deposited with Wells Fargo and kept in separate accounts. Interest earned is monitored by the club Treasurer. Expenditures are made through the Service account and are replenished from either the Blanche Edgar or the Shirley Godfrey accounts.
- C. The committee solicits and evaluates requests for expenditures and decides which projects to recommend to the Board and membership for funding. It has been the intent of the club to not spend either account below the \$90,000 & \$100,000 thresholds to maintain the principal amount in perpetuity.
- D. It is recommended that this committee communicate with the Project Selection Subcommittee during the RFP evaluation process to determine if proposals sent to either

Subcommittee are being evaluated by the appropriate committee (capital vs. program).

- E. Each proposal for expenditure must be approved by the Board and Club membership.

- 7. PROGRAM SPEAKERS:** This Subcommittee is chaired by the 1<sup>st</sup> Vice President 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 in advance of 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.