

Section 3: Committee Job Descriptions

A. Committees perform the duties set forth in these descriptions and such other duties as directed by the President or the Board or prescribed in the adopted parliamentary authority, *Robert's Rules of Order Newly Revised*, current edition.

B. The standing committees of this club shall include, but not be limited to Administration, Communications, Events, Fundraising, Giving, Nominating and SI Objectives.

C. Committee Co-chairs responsibilities:

1. Encourage effective group process at meetings
2. Operate within approved budget
3. Do not commit the club to any activity not approved by the Board and Membership
4. Follow established procedures for deposit and expenditure of funds. Forward deposits to the Treasurer-Elect, payment vouchers to the Treasurer
5. Contact committee members who are not attending meetings or following through on assignments and explore how to improve attendance and follow-through
6. Prepare an agenda and distribute before meetings
7. Keep minutes and distribute to committee members, Board Liaison and President
8. If needed, request a budget increase to the Administration Committee in March for consideration in the following year's budget
9. Upload all committee materials to Dropbox in one folder identified with the committee name and year
10. Prepare an [Annual Report](#) in June
11. Make sure SI Chico website and calendar are kept up to date with committee meetings and activities

D. Committee members shall:

1. Attend [all](#) committee meetings or notify a Co-chair if unable to attend
2. Participate in committee decisions with objectivity and preparedness
3. Accept work assignments willingly and follow through
4. Support the decisions of the committee and club members
5. Discuss with the Co-chair any assigned tasks if unable to fulfill
6. Discuss problems within the committee with a Committee Co-chair first and, if necessary, the Board Liaison

E. Administration Committee

1. Purpose. To ensure that the financial and organizational status of the club complies with S.I.A. bylaws, policies and procedures.
2. Responsibilities:
 - a. Educate the membership about the SI Handbook and the budget
 - b. Propose recommendations for updates or changes to the Handbook
 - 1) changes to the Bylaws are approved by Board and the membership

- 2) the remainder of the Handbook is approved by the Board
- 3) approved changes are forwarded to the Communication Committee to be added to the webpage
- 4) approved changes are downloaded to Dropbox in the Admin folder for the appropriate year
- c. Submit a recommendation on dues for the following year for Board approval in April and membership approval at the May business meeting
- d. Submit a draft budget for the following year for approval by the Board at the April Board meeting and membership approval at the business meeting in May
- e. Submit a final General Fund budget for membership approval at the first business meeting of the year
- f. Oversee the Legacy Fund, meet annually with the investment advisor and recommend changes in investment management or strategies for Board Approval
- g. Conduct an annual internal financial review of the club's financial records by September 30
- h. Work with committee Co-chairs to explain Committee budgets and make recommendations on committee budget changes to the Board for approval
- i. Oversees the Club Archives not housed at California State University, Library Special Collections. After 2018/19, to Dropbox will be the official Club repository. Download all materials to Dropbox. Items that cannot be scanned and downloaded will be forwarded to the Club Archivist
3. Membership: Voting members include one Chair or two Co-chairs, Treasurer, Treasurer-elect, three club members and the President as Liaison to the Board. The President Elect and Vice President are invited as non-voting members to increase their knowledge of the financial and administrative work of the Club

F. Communication Committee

1. Promotion of all club events, public awareness of the club and brand, all social media and website activity.
2. Website:
 - a. Maintains and updates the website keeping with the brand of SIA compliance
 - b. Maintains webpage calendar
3. Social Media: Facebook, Instagram, You Tube, Twitter, etc. Keeping fresh and up to date content weekly.
4. E-blast:
 - a. Sending out weekly E-blasts to all SI members
 - b. Placing them on our website, submitting them to SNR for their newsletters and website
5. Public Awareness:
 - a. Promoting our events, press releases, media blitz, etc.

- b. Attending Chamber events

G. Events Committee

1. Description: Consulting with the Board and Committee Co-chairs, designs, organizes preliminary calendar to present to the Board in by the second Board meeting of the year.
2. Updates the events scheduled for the subsequent month at Board and Business meetings.
3. Maintains a database or spreadsheet with a running balance of funds estimated and expended. ~~See example (?)~~.
4. Activities include:
 - a. Set and manage calendar for the year in coordination with the Board and Committee Co-chairs for committee programs, awards programs, special request programs
 - b. Organize program meetings and arrange for speakers; introduce programs, turn in vouchers for speaker lunches
 - c. Organize club events including Summer BBQ, Retreat, Birthday Party for club lunch and evening cocktail party and Installation of Officers. Events may also organize holiday parties for Halloween, Christmas or other holidays

H. Fundraising Committee

1. Designs, organizes and implements events related to all internal and external fundraising
2. External fundraising supports the Giving Committee to provide funds to donate to worthy applicants, awards, scholarships, SI Objectives and other approved projects or programs
3. Internally raised funds support club operations. activities include Happy Dollars, raffles, Christmas in November, Bunco and other fundraising events
4. Responsibilities:
 - a. Prepares a program overview to present to the Board no later than the second Board meeting of the year
 - b. The initial document will outline the proposed activities and income goals that will take place during the year
 - c. This will establish a framework to develop a budget of expenses for each event concluding with the gross and net proceeds for each event
 - d. Board and membership approval are required for the program overview. The Board will approve the budgets and plans as they are developed
 - e. The membership is informed of Board actions, but the details do not require membership approval

I. Giving Committee: – Note: details and history of awards, scholarships and the legacy fund are located in the Handbook.

HB. 3: Committee Job Descriptions

Board approved: January 15~~2~~-2019

1. Description: SI Chico seeks to make donations that influence the lives of women and girls, community improvement and social and economic empowerment.
2. Guidelines:
 - a. Awards and scholarships have established criteria and procedures.
 - b. Donations should use the objectives and themes of SI, SIA and the SI Chico President's Focus; other worthy organizations can be considered.
 - c. Giving has the discretion to choose which scholarships and awards to consider and may omit some to make a greater impact in others.
 - d. Giving selects the awards given during the year and the amounts attached to each award.
 - e. profit making entities are not eligible for funding
 - f. S.I. Chico is not a crisis intervention organization but recognizes that there may be emergencies. Such requests require and approval of the Giving Committee, Board and Membership.
 - g. Follow-up with each grantee to verify that funds were used for the proposed purpose and that proposed objectives were met
3. Responsibilities
 - a. Program overview
 - 1) Outlines the donations overall budget, which awards and scholarships will be given, the amounts and expenses of each one.
 - 2) Giving will use this information to develop a tracking document of approved activities and a running balance of funds available after each donation, award, and scholarship are given.
 - 3) Board and membership approval are required for the program overview. The Board approves amendments or changes to the program overview, membership approval is not required.
 - b. Logistics
 - 1) Criteria for considering candidates, choosing awardees,
 - 2) Filling out vouchers for all awardee lunches,
 - 3) Arranges for transportation (if needed) and the of welcoming of recipients and awardees that attend award lunches.
 - 4) The club will pay for the lunches of the recipient and two (2) guests. More guests are welcome to attend and purchase lunch at their own expense.
 - c. Public Awareness
 - 1) Prepares the material for public awareness and copy for the award program
 - 2) Forwards to the Communication Committee for editing and distribution
4. Community Service
 - a. Selects and organizes hands-on and community service projects: Salvation Army Bell ringing, Girls on the Run events, Jesus Center Food Service, etc.
 - b. The Board and Membership approve all events carrying the SI Chico brand
 - c. Members may solicit volunteers for other events but cannot use the SI Chico brand
5. Awards
 - a. Legacy Fund (Mandatory)
 - 1) Microfinance Cooperative / Legacy Fund \$750/ Chosen by Microfinance Collaborative

- 2) [Faye Bedford] Tech Trek Scholarship / One award: Legacy Fund up to \$1000 / Administered by Giving Committee / Recipient chosen by Chico AAUW.
- 3) Covers registration for one student to attend the AAUW Science, Technology, Engineering & Math Summer Camp
- 4) [Dottie Locke] Imagining Possibilities Award / One Award: Legacy Fund \$1500, balance from Giving / Administered by Giving Committee/ Awarded to young women who are ready to leave foster care and are preparing to live independently
6. CSU Scholarships
 - a. A.G.E. Award / Maximum of \$2500 annually / Chosen by School of Social Work / When more than 1 student selected, award is split between/among recipients. Criteria: Awarded to students who excel and plan to serve older adults. Recipients invited to attend a Soroptimist meeting during the year of their scholarship.
 - b. Soroptimist International Goodwill and Understanding Scholarship Project #08218 / Chosen by CSUC Scholarship process/ \$1000 / If \$1000 not available from endowment, Scholarship Office notifies SIC President / Club can choose to make up the difference or award will not be distributed. Criteria: This scholarship is for non-resident, international students who have completed at least 24 units at CSU, Chico. Recipients must indicate they plan to remain in the United States to complete a master's degree. Preference is for students who have completed an undergraduate degree in their own country. Recipient attends a Soroptimist meeting during the year of their scholarship.
 - c. The Dr. Valene Smith Soroptimist Fellowship Endowment Project #08135. Valene Smith Endowed / Chosen by CSUC Scholarship process/ \$1000 / If \$1000 not available from Endowment, Scholarship Office notifies SIC President /Club can choose to make up the difference or award will not be distributed. Criteria: This scholarship is for graduate students who are pursuing a Master's degree in business or an interdisciplinary business-oriented major. Recipients invited to attend a Soroptimist meeting during the year of their scholarship.
7. Butte College Scholarship(s) / Chosen by Butte College Scholarship / \$1000 /Awarded in August before Fall semester starts
 - d. Criteria: Acknowledge and support those students who are committed to achieving their academic goals and who demonstrate potential to be successful in their future career paths; we wish to serve those students who will truly benefit from the encouragement this scholarship will provide. Recipients invited to attend a Soroptimist meeting during the year of their scholarship.
8. High School Scholarships
 - a. Administered by (NVCF) North Valley Community Foundation - Chico Community Scholarship / Soroptimist International of Chico Scholarships / Eligible students chosen by SI Chico as part of screening process.
 - b. Provides scholarships to Chico community high school seniors. Awards given at the Awards Presentation evening at their respective high school.
9. Individual requests / designated maximum amount of \$500 annually / not exceed \$100 per person per year.

10. Friendship Links liaison: maintain communication and respond to letters received from Friendship Links; makes recommendation for joint projects or support for a Friendship Link program.

J. Nominating Committee.

1. In January of each year, the President, the Board and the club shall each choose one active member for the Nominating Committee.
2. Only one member of the committee may be a member of the Board of Directors.
3. The committee shall nominate one or more candidates for each office.
4. The committee shall present the slate of nominees at the March business meeting.
5. For election procedures consult HB 1. Bylaws Article V.

K. SI Objectives Committee

1. Manages membership, SI, SNR and SIA objectives.
2. Prepares a preliminary budget for Board and Membership approval.
3. Maintains a statement of proposed and final expenditures to ensure that expenditures do not exceed the budget
4. (Hester Patrick) Live Your Dream Award:
 - a. This is an SIA program to assist women who: provide the primary source of financial support for their families by giving them the resources they need to improve their education, skills and employment prospects
 - b. Information, requirements and application available at <https://www.soroptimist.org/awards/live-your-dream-awards.html>
 - c. The Live Your Dream Team organizes, budgets, recruits, and selects the winner and presents the award
 - d. Winner moves on to SNR to compete for Region award, and, if successful, moves forward for consideration by SIA
 - e. \$1,000 per year is allocated from the Legacy Fund. The \$1000 designated may be supplemented with additional funds as long as Hester Patrick's name appears on the award
5. Dream It, Be It Program:
 - a. This is an SIA program to offer career support for girls to help them grow up to be strong, successful, happy adults.
 - b. Dream It, Be It targets girls in secondary school who face obstacles to their future success.
 - c. It provides girls with access to professional role models, career education and the resources to live their dreams.
 - d. Information, requirements and application available at <https://www.soroptimist.org/members/program/career-guidance-girls.html>
 - e. The Dream It, Be It Team selects the target group, develops and delivers a program that uses the SIA curriculum

6. Sierra Nevada President's Project. When the SNR President selects a region project, all clubs are asked to support it. The Committee forms a Project Team to organize, develop and a budget, and request funds, and implement the project
7. Sunshine: The Sunshine member sends cards to recognize birthdays and club anniversaries get well or thinking of you cards to those who are ill or under stress, and bereavement cards to members that lose a close family member. The Committee may decide to delete or add to this list for cards.
8. SUDS (Soroptimist Understanding through Drinking and Socializing): This is a local program. The Committee organizes informal events to socialize and get to know other members. SUDS are organized three to four times per year.
9. After Hours: Organize at least two "After Hours" events to highlight member's business or organization.
10. SOLT (Soroptimist Orientation and Leadership Training): The Committee is responsible for presentations to the membership about Soroptimist history, lore, local club history, policies and procedures helpful to the membership.
11. Founder's Pennies: Founder's Pennies contributions are paid with the annual dues to SIA. Founder's Pennies participation is optional.
 - a. Committee ~~decides whether to participate in Founder's Pennies Program and~~ adds the appropriate amount to the Committee Budget. Founder's Pennies are calculated using \$.06 for the total number years since the Club was established. (e.g. 2018/19 is 97 years x \$.06 = \$5.82 per member)
 - b. Details are found at <https://www.soroptimist.org/for-clubs-and-members/donate/club-gifts/founders-pennies-faq.html><https://www.soroptimist.org/for-clubs-and-members/donate/club-gifts/founders-pennies-faq.html>
12. Membership:
 - a. Recruitment and retention, new member orientation, induction to membership, anniversary pins, newbie/sponsor relationship and functions.
 - b. Recruitment and Induction.
 1. Recruit and propose names of potential members to the Board
 2. Invite prospective members to a pre-induction orientation known as Getting to Know Us (GTKU)
 3. Manage the induction of new members
 4. Review the amount of the induction fee annually and forward recommendation to Administration if an increase is requested
 5. Collect dues and induction fees and membership forms prior to induction, and forward to the Treasurer-elect
 6. Prepare orientation materials for new members
 - c. Retention

1. Publish in E-Blast names of new members and their sponsors soon after they join
2. Organize a post-induction event for new members – Newbie Night Out
3. Recruit, train and assist sponsors who in turn will help new members to assimilate, become active and enjoy Soroptimism
4. Contact members with irregular attendance to address the member's ability to contribute, to provide an update on club activities, and arrange for forwarding of mail, if requested
5. May organize a Wing Clipping after a member has been in the club approximately one year. Wing Clippings will be performed in October and February
6. Provide “greeter(s)” with name tags for guests at each weekly meeting