



**Committee Chairperson Application  
2019-2020**

**Name:**

**Phone:**

**Email:**

- Please read through the committee descriptions and board responsibilities on the following pages; then select your 2 choices and circle your preference.
- Please note that it is not necessary to have an assistant chairperson suggested in order to complete the application.
- Selection process is based upon several factors including your ideas about the position, years of service to HJWC, previous contribution to the Club, and the order in which applications are received. Please feel free to list your goals and ideas for next year on a separate sheet if necessary.

**Applications are due April 1<sup>st</sup>.**

**Associate Liaison**

**Benefit:**

**Managing Chair**

**Underwriting**

**Auction/Raffle**

**Communication**

**Community Affairs**

**Education**

**Fine Arts**

**Health**

**Home Life**

**International Affairs**

**Juniorettes**

**Outreach**

**Networking**

**New Member**

**Philanthropy\***

**Program**

**Social**

\*Philanthropy committee has a two year service requirement





## CHAIRPERSON RESPONSIBILITIES

1. Attend Leadership Training Seminar (June 2019)
2. Attend all General and Board Meetings - one Chairperson from each committee should attend each meeting and represent their respective committee activities. All chairs for a particular committee are not required to attend all meetings.
3. Hold monthly committee meetings and report information from Board Meetings to your committee
4. Keep attendance records of committee members and report to 2nd Vice President Membership
5. Prepare, in May/June a committee budget, based on last year's actual budget and planned committee activities. Discuss budget request with President and Treasurer, at a Budget meeting early in the summer.
6. Prepare a monthly ENews article and send to the Secretary by scheduled due dates. Prepare smaller communications in weekly Highlights email and send to the 1st VP by scheduled due dates. Remind committee members of the importance of reading the ENews, and encourage members to "Like" HJWC on Facebook to receive regular updates, reminders, and other important news.
7. Design and complete a Service Project with the support of the Philanthropy Committee. Encourage members of the committee to participate in the development of the service project as well as the execution of the project. (The Benefit Committee is an exception to this – no service project is required.)
8. Organize your committee to host a General Meeting. The Program Chairperson will assign you a month to supply the food.
9. Complete a Project Report for each project or program in which your committee participates, and provide information to support any year-end reporting that the Club Reporting Chairperson coordinates.
10. Direct your committee to participate in the all-Club Annual Benefit. **Encourage committee members** to make a donation to the raffle packages and/or silent auction.
11. Support Club-wide efforts with the Outreach.



## STANDING RULES / BI-LAWS

### ARTICLE VIII – BOARD OF DIRECTORS

**Section 1:** The following responsibilities and obligations rest with the Board of Directors:

- A. The Board of Directors shall:
  - 1. Have full control and management of the affairs and funds of the Club.
  - 2. Have responsibility to approve the Club Budget and any requested changes to the budget throughout the year.
  - 3. Have responsibility to approve any requested changes to the membership requirements throughout the year.
- B. Shall submit recommendations for action to the General Membership where policy of the Club is involved.
- C. Each Board Member shall list duties and recommendations in a detailed report for her successor no later than the first summer Board Meeting and provide all reports that are requested by the President.
- D. Authority to fill vacancies:
  - 1. Elective Officers (see Article V, Section 12)
  - 2. Appointive Officers. Elective Officers shall have the power to fill vacancies occurring in any chairmanship.
- E. The Board of Directors shall have the right to present to the General Membership for vote any major fund raising project of expenditure.
- F. One or both Committee Chairmen must attend all Board, General, and special meetings.

**Section 2:** The composition and duties of the Board of Directors are as follows:

- A. Seven Officers (see Article V).
- B. Committee Chairmen:
  - 1. Associate Liaison Chairmen keep Associate Members informed of all Club activities to keep Associate Members connected with each other and the Club.
  - 2. Benefit committee chairmen manage and oversee aspects of the club fundraising efforts to raise money for the Club's philanthropies.
  - 3. Community Affairs Chairmen keep the Club informed of key community events and support local community activities, with a special focus on safety-related causes.
  - 4. Education Chairmen shall keep the Club's members current in education issues, notify Club members of local educational opportunities and support local schools, libraries and children. Manage Club Scholarship process and determining worthy and deserving recipient.
  - 5. Fine Arts Chairmen shall promote activities in the areas of art, literature, drama, music.
  - 6. The Future Planning Committee (FPC)
    - a. The express purpose of the Future Planning Committee is to guide the

direction of the club-at large. The committee will address issues pertaining to the direction of the club and propose guidelines and make recommendations on current and future issues to the Executive Board. Upon approval by the Executive Board, Future Planning will propose issues to the Board of Directors who can accept or decline the Future Planning Committee's suggestion by vote. Future Planning Committee, in conjunction with the Second Vice-President/Membership, will review the current club membership and make a recommendation to the Executive Board as to the size of the incoming new member class and the timing of application deadlines.

- b. The committee is comprised of twelve members. Four of the seats are automatically filled by the Club President, First Vice-President/Elect, Secretary, and the Treasurer. The outgoing President may participate on the Future Planning Committee as an Advisor for a 1-year term. Attendance is optional.
  - c. The eight remaining members are selected from the General Membership based upon their club participation and interest expressed in the future of the club. These eight members must serve on another committee. Consideration is placed on a member's experience outside of the club that could be meaningful in drawing fresh topics.
  - d. When committee assignments are being made for the following fiscal year, the chairman of the FPC will suggest and the seated Club President will select four new members to the committee who will serve a two-year term. All four of the new appointees must have served on the Board of Directors. The seated Club President, with advice from the chairman of the FPC will fill any mid-year vacancies. The committee, once convened, will select a vice chairman for the committee (from the four new members) who will assume the chairmanship of the committee the following year.
7. Health Chairman shall be responsible for projects concerning health related issues.
  8. HJWC Outreach Chairmen shall support charities by providing assistance where needed.
  9. Home Life Chairmen are responsible for projects concerning consumer education and family issues. Also organizes the annual HJWC Halloween Party for members and their children.
  10. International Affairs Chairmen shall educate members on current affairs and raise funds to aid in the international empowerment of women.
  11. New Member Advisors develop the New Member Program which provides a structured opportunity for all new member to learn about the Club.
  12. Philanthropy Chairmen research and select a list of possible philanthropic projects and recipients and present them to the Board. In addition, the Philanthropy chairmen act as as the liaison between the Club and the chosen philanthropies. Philanthropy chairmen also act as liaison to any other local organization of interest to the club.
  13. Program Chairmen shall be responsible for making all arrangements for the location, general needs, and with the help of the Board of Directors, all

programs for Club meetings. Online forum/inner club network will be set up and maintained by the Program Committee. Members can opt in or out.

14. Legacy Chairmen shall be responsible for managing and overseeing all aspects of Club fundraising efforts beyond Benefit to raise money for Club charitable foundation, and provide input towards deciding recipients/projects.
15. Social Chairmen shall be responsible for events that foster and build relationships within the Club and its membership.

#### **ARTICLE IX – COMMITTEES**

**Section 1:** Committee Chairmen and their committees plan and implement the work of their various duties based on the annual needs and objectives of the Club.

**Section 2:** All Committee Chairmen are required to keep an outline of the yearly committee activities with copies going to the President and succeeding Chairmen. This outline shall be submitted no later than the August Board Meeting. Detailed reports of all projects shall be kept by Chairmen for files.

**Section 3:** The Assistant Chairman or a member from each committee shall attend Board meetings in the absence of the Chairman. Chairman and Assistant Chairman shall have voting privileges.

**Section 4:** All Committee Chairmen are required to keep attendance records of all committee meetings and submit this report to the Second Vice-President/Membership at the next General Meeting.