

# COMMITTEES

A committee is one or persons, elected or appointed, to consider, investigate and/or take action on certain matters.

A *standing committee* has a continuing function as established by name in a constitution or in bylaws. A *special committee* may be appointed as the need arises to carry out a specific task not assigned to a standing committee.

Chapters may establish standing committees to carry out their constitutionally required duties as well as special committees when needed. Chapter rules document the procedure for establishing special committees.

## By-laws Committee

- Develop chapter rules consistent with the *Constitution* and with state bylaws
- Submit chapter rules to the state organization for review.
- Take prompt action when the *Constitution* is amended to keep chapter rules current and consistent with international and state governing documents.

## Membership Committee

- Reorientation
  - Contact members who miss chapter meetings. Find ways to get them more involved and enjoying it more.
  - Study and make recommendations related to chapter membership problems.
- Nominating new members.
  - Encourage members to identify qualified women educators, recommend them for membership.
  - Encourage members to submit recommendations for new members using the *Recommendation for Membership Form*.
  - Review qualifications; submit names/qualifications to chapter before date set for voting (or same day).
  - Conduct election at a time scheduled by the chapter.
  - Keep accurate record of invitations sent, written replies.
- Conduct orientation/reorientation activities.
- Prepare for and participate in the initiation of new members
- Ensure the 2<sup>nd</sup> VP keeps up-to-date file of chapter members' biographical data
- Plan, conduct memorial services for deceased members. Prepare necrology reports

## Finance Committee

- Recommend amount of chapter dues, assessments.
- Prepare chapter budget
- Present budget to chapter executive board and/or chapter membership for review, modification, adoption
- Supervise expenditures.
- Supervise investments
- Provide for annual audit/financial review of chapter accounts

## Program Committee

### Program of Work

- Develop chapter Program of Work that focuses upon Society Purposes and Mission
- Plan Program of Work to include projects, activities, programs related to personal growth, service to others, professional affairs, legislation, research, music
- Plan year's program using adopted international them found in program manual

### Professional Development

- Encourage chapter activities that develop the leadership potential of each member.
- Invite person doing relevant research to discuss findings at a chapter meetings.
- Adjust focus to meet local needs and interest
- Use various programming techniques to present ideas to stimulate thinking that may develop into action.

### Personal Development

- Encourage maximum member participation by having as many different members as possible take part in programs.
- Plan for the observance of Founders Day, chapter birthday.
- Promote the use of music at chapter level to increase appreciation, fellowship.
- Provide for use of the arts as integral part of programming.
- Recognize members' needs, recommend programs, project to aid individual growth.

## Legislative Committee

- Make sure members are aware of pending legislation that could affect them in their job or their private lives.
- Let members know how they can have an impact on the direction of that legislation.
- Recognize members' needs, recommend a programs; projects to aid individual growth
- Develop leadership among members
- Encourage participation in study groups concerned with economic, legislative, social, political and/or educational issues.
- Develop interest, participation in activities designed to improve professional status of women educators

## Philanthropy Committee

- Encourage members to reach beyond themselves and their communities to help create genuine spiritual fellowship among women educators of the world.
- Provide opportunities for developing better human relationships within the community.
- Encourage members to reach beyond themselves in service communities.
- Support, promote World Fellowships program
- Receive from chapter members voluntary contributions to World Fellowships
- Send all monetary contributions with *Contribution Form* to International headquarters.

## Nominations Committee

- Provide for election (even-numbered years) of chapter officers (treasurer is appointed)
- Solicit members' suggestions for officers as defined in chapter rules
- Ascertain that nominated person will serve if elected
- Present to chapter (even numbered years) nominations for elective officers.
- Send names, addresses of new officers to state organization president, executive coordinator at International Headquarters
- File election report with chapter for later reference
- Select those responsible for making, submitting nominations

## Scholarship Committee

- Encourage selective recruitment activities
- Provide grants-in-aid to:
  - Outstanding high school graduates entering teacher preparation programs
  - Worthy college students completing professional preparation to become educators
  - Non-members (females) returning to the teaching profession.
- Be sure to:
  - Establish criteria for awarding chapter grants and/or scholarships.
  - Select recipients
  - Maintain contact with recipients
  - Keep chapter informed about use of funds

## Communications Committee

- Create and maintain an interactive chapter web site
- Support efforts of chapter members to communicate effectively with one another. Offer a blog on the web site.
- Publicize information about the Society, its Mission and Purpose, its program, of work, and chapter members' noteworthy achievements.
- Prepare advance stories about events, activities; help arrange media coverage for special events.
- Incorporate international, state organization news into chapter programs.
- Keep file of state organization, international publications for reference.
- Submit to *Bulletin* well-written, interesting, unpublished manuscripts for consideration for publication.
- Send communications services administrator names of capable writers for the *Bulletin*; describe their training/experiences, subject of current interest about which they are qualified to write.