

SICC COMMITTEES and THEIR DUTIES

ATTENDANCE: Coordinate meeting dates with incoming President in July for the new club year. Coordinate menus with the Atherton Hotel; receive dinner reservations and assist Treasurer with collecting money for dinners prior to meeting, if needed. Forward attendance numbers to the secretary for minutes.

CLUB DIRECTORY: Gather SICC and Venture Club members' information for the annual directory. Include current Board and meeting dates. List committees with chairs identified for the year. Update directory on a continuing basis.

COMMUNITY OUTREACH: Add new volunteer activities in the community to our calendar. Connect with other non-profits to expand our visibility in the community.

DREAM IT BE IT: CAREER SUPPORT FOR GIRLS: Targets girls in secondary schools who face obstacles to future success. Soroptimists partner with girls in small groups or in conference settings and provide them with information and resources they want and need to be successful and live their dream. Update SIA on program yearly as required.

FINANCE: Develop the operating and service budgets for the club. Submit budgets at yearly business meeting in early fall for approval. Audit the bookkeeping records and checking account status maintained by the treasurer before end of fiscal year (June 30).

FUND DEVELOPMENT & CO-ORDINATION (formerly Ways & Means): Find ways to raise money for our service projects and direct fund-raising activities. Coordinate these fund raising events, such as scheduling workers for concession stands at volleyball and track meets and poinsettia pick-up and delivery.

GROWTH, DEVELOPMENT & MEMBER EDUCATION: Responsible for events that support recruitment and retention of members. Educate members about Soroptimist heritage, purpose, objectives, policies and programs. Promote leadership roles within the organization and the community.

HISTORIAN: Custodian of the permanent club records. This includes newsletters and information pertaining to the club.

LASAGNA DINNER: Annual Dinner and Basket Raffle with the Venture Club. Committee responsible for core planning of event. Encourage all members to participate in some way.

LAWS AND RESOLUTIONS: Reviews all proposed amendments to club procedures and makes recommendations regarding same. Considered the authority on laws and assists officers, committees and members with interpretation. Responsible for updating by-laws in keeping with our federation (SIA) and the region (NAR).

LIVE YOUR DREAM AWARD: Annual award given to assist mature women, preferably heads of households, in their efforts toward training and entry or re-entry into the labor market. Committee determines recipient; club gives monetary award and a certificate.

NEWSLETTER: Keeps club members informed and up-to-date on club news and activities. Newsletter is published monthly.

NOMINATING: Seeks new officers and committee members. Committee comprised of a minimum of one board member, one member appointed by the president and at least one member at large. New slate is presented at the March meeting, voted at the April meeting and installed in June.

PROGRAM FOR MEETINGS: Chaired by the Vice-President who with the President arranges topics, programs and activities for club meetings throughout the year. Focus is on programs that expand members' knowledge on the needs of the community.

PUBLIC RELATIONS/SOCIAL MEDIA: Works towards favorable publicity within the community, in accordance with the public relations program of the federation. Sends news releases and photos to local media and researches ways to make our name known in the community. Keep our website and Facebook accounts updated.

SERVICE: Primary responsibility is deciding how, where and when our club funds are spent. Develops a service budget and submits to the finance committee at the beginning of the fiscal year.

SOCIAL EVENTS: Responsible for planned events throughout the year. Plan the annual holiday party including menu, favors and program. Organize a summer picnic and at least two other events.

SPIRIT AWARD: A club level award given annually to a women who, through her personal or professional activities, has worked in extraordinary ways to benefit and improve the lives of women and girls. Committee determines recipient; club gives monetary award and a certificate.

SUNSHINE/HOSPITALITY: Sends out birthday, get well and sympathy cards to members. Sharing goodwill and keeping in touch with club members who are unable to attend meetings.