

GFWC Rotonda West Woman's Club, Inc.
Community Service Program (CSP) Chairman
General Description of Responsibilities for All Chairmen

Mission:

Present the specific Community Service Program to the membership in a meaningful way to encourage support and contributions of time and talent for the benefit of the community.

Required Meeting Attendance:

Monthly Board meetings and monthly Membership meetings.

Assigned Monthly Meeting Program:

Each CSP is required to provide a program for one of the General Membership meetings each year, as per the RWWC bylaws. The Signature Project Chairman is also expected to plan and present one General Meeting program.

Chatter:

The Signature Project Chairman as well as each CSP Chairman is asked to provide a monthly article for their CSP regarding information on their recent program activities, upcoming events, and/or general information about their mission. Chatter articles are due per the advice of the Chatter editor each month, September through May, and photos are encouraged.

Term:

The term for each CSP Chairman position is two years, as per the RWWC bylaws.

Programs:

Throughout the year under the leadership of the Chairman, the CSP develops programs related to the mission of the CSP. These may be educational to the membership or the public, or hands-on projects with a local non-profit that provides services related to the mission. It is encouraged that the Chairman develop a committee of RWWC members who have expressed an interest in the CSP to help plan and execute the programs for the year and to provide backup for the Chairman as needed.

Budget:

A small amount is budgeted each year for each CSP and the Signature Project. Larger projects will require fundraising or voluntary support from the RWWC members and/or the general community. Due to expenses incurred for the annual Art Competition, the budget for Art & Culture is calculated on those needs.

Reporting:

At the end of the calendar year, reports, statistics, and a narrative of the projects completed during the year are due to the Reporting Chair(s) on the prescribed forms.