

GFWC Rotonda West Woman's Club Standing Committees (Non-Board positions)

Refer to the Roster for Contact Information

Membership

Membership Committee Chair (Elected 2nd VP)
Visitor Reception

Hospitality
Orientation Photographer
Yearbook

Chaplin
Parliamentary Advisor
Pianist
RWWC Logo T-Shirts

Jennifer Cope
Diane Oglesby
Kathy Messick
Jane Bartholomay
Linda Muir
Gwen Grace
Gloria Rogoski
Jennifer Cope
Doris Walker
Linda Hall
Judy Long
Jean Howard

Communication

Newsletter/Chatter
Email to Members
Publicity
Website/Facebook

Donna Krabbe
Gwen Grace
Mary Ann Zipp
Gloria Rogoski

Responsibilities

Advisor
Audit
Bylaws
Christmas Bazaar
Creative Crafters
Historian
Fundraising Coordinator
Knit & Chat
Media Book
Nominating
Opportunity Drawing/Share the Wealth
Penny Harvest
Rotonda West CC Library
Sew N Sews
Sunshine
Tonettes
Website

Kathryn Gallagher
TBD -- See Bylaws
TBD -- See Bylaws
Linda Bermea
Kathy Altenberg
Sandy Langenfelder
Rachele Adler
Lois LeVasseur
Gwen Grace
TBD -- See Bylaws
Sue Baran, Joanne Murphy
Rachele Adler
Sharon Ivanik
Jackie Miller
Bev Dobbins
Judy Long
Gloria Rogoski



GFWC ROTONDA WEST WOMAN'S CLUB, INC.

DUTIES OF STANDING COMMITTEES

Advisor: The immediate Past President maintains an advisory position on the Executive Board as described in Article IX, Section 1 of the Bylaws.

Audit: This committee will consist of three (3) members appointed by the President in January of each year for the purpose of completing an audit of the Treasurer's books. The audit is to be conducted after the end of the fiscal year (Dec. 31) and the report submitted to the President by January 31st of each year. The President will review the report and present the results of the audit committee at the February meeting.

Bazaar: The Bazaar Chairman is appointed by the President. The Bazaar Chairman shall select additional committee members to plan and coordinate the annual bazaar booths and events.

Bylaws: This Committee shall be the Past Presidents, the President, First Vice President, Parliamentarian, and one member from the General Membership. The Committee Chairman shall be appointed by the President. The Chairman will select a member from the General Membership. Procedures are outlined in the current, Newly Revised Robert's Rules of Orders.

Chaplain: The Chaplain is appointed by the President to provide the invocation at the General Meetings.

Communication/Telephone & E-mail: The Chairman is appointed by the President. The Chairman sends e-mails concerning the General Meeting, Special Events and any announcements as directed by the President. The Chairman may select additional committee members to assist in these duties.

Creative Crafters: The Creative Crafters Chairman is appointed by the President. The Creative Crafters Chairman may select additional committee members to plan and create craft items for the annual bazaar.

Historian: The Historian is appointed by the President to maintain a recorded log of all activities of the Club, preserve history, and remit the current history to GFWC Florida every two calendar years. The report is due to GFWC FL with all other year-end reporting.

Library: The Librarian is appointed by the President to maintain books in the Library at the Rotonda West Community Center. The Librarian may select other members to assist as needed.

Media Book: A person to maintain copies of all media publication regarding the Club will be appointed by the President.

DUTIES OF STANDING COMMITTEES

Continued...

Membership: This Committee is under the direction of the elected 2nd Vice President. All Club members should be alert to new neighbors moving in so contacts may be made to promote membership in the Club. The 2nd VP (Membership Chairman) is responsible for scheduling Orientation Meetings and Induction Ceremonies.

Newsletter: The Editor of the Newsletter/Chatter is appointed by the President. The Editor will produce a Chatter each month (except June, July, and August). The deadline for articles is scheduled by the Editor. The Chatter will be e-mailed no later than two days prior to the meeting. There will be a few copies available at the meeting for those members who do not have e-mail. Copies will be mailed only to those members not attending the meeting, who do not have e-mail.

Newsletter Backup: In the event the newsletter Editor is unable to perform the duties required, a backup person will be appointed by the President.

Parliamentarian/Parliamentary Advisor: This person is appointed by the President and is responsible for the maintenance of parliamentary rules and debate at the meetings. (Bylaws, Article XIII)

President's Project (GFWC FL): The Chairman is appointed by the President and (if applicable) is responsible for raising funds to be donated to the GFWC FL President's Project. The Chairman may select additional committee members to assist.

Publicity: The Publicity Chairman is appointed by the President and is responsible for keeping the activities of the Club before the public through newspapers and other media. The Chairman may select committee members to assist in these duties. The GFWC Florida Clubwoman Newsletter currently receives each Club's information from one designated person within District 12. The President may consult with the Publicity Chairman about providing information for the GFWC FL Clubwoman Newsletter.

Reception: Chairman of this Committee is appointed by the President and shall be responsible for maintaining an attendance log for each meeting. Members of the Committee serve as greeters at each meeting. They invite guests to sign the guest book as well as seat those who come alone and introduce them to the current members already seated. New members may also be seated by greeters. The 2nd VP (Membership Chairman) works directly with the Reception Chairman.

Scholarship: The Chairman is appointed by the President and is a member of the Education & Libraries CSP. The Chairman appoints a committee to determine deserving students from Lemon Bay High School who will receive scholarship funding. The Committee will also select candidates for scholarships for Continuing Education, funded by the Memorial Scholarship Fund. The Chairman works annually with the President, who is the Leadership Chairman and responsible for the HOBY (Hugh O'Brian Youth Leadership) Program for Lemon Bay High School Students.

DUTIES OF STANDING COMMITTEES

Continued...

Sew N' Sews: The Chairman is appointed by the President. The Chairman may select committee members. Projects will benefit other committees such as: Bazaar, CSP's, special events, and committees requesting specific assistance with a project.

Sunshine: The Sunshine Chairman is appointed by the President to send greeting cards to members and visit ill or infirm members when appropriate. The Chairman may select committee members to assist. Members are encouraged to inform the President and Sunshine Chairman of any Club member's illness, death, etc. The Club contributes to the Memorial Scholarship fund upon the death of a Club member or spouse.

Tonettes: The Chairman is appointed by the President. The Chairman welcomes volunteers interested in practicing and performing choral presentations for area assisted living and nursing facilities, and Club special events when requested by the President.

Website/Facebook: The Website Chairman is appointed by the President and is responsible for maintaining the Club's Website and provides assistance with the Club Facebook page. The Chairman may select committee members to assist in the duties.

Committees-General: If you are invited by the President or Community Service Program (CSP) Chairman to be part of a committee, make sure you know exactly what the Chairman wants you to do, the schedule of meetings, etc. If you would like to volunteer your services on a program or project, make contact and offer your assistance – you will be welcomed. As a designated 501(c)(3) Service Organization, all members are expected to become involved in programs/projects and are reminded that "the more you give, the more you receive" from your membership and pride in your Club.