

**NEW CLUB COMMITTEE STRUCTURE**  
**BASED ON ALTRUSA INTERNATIONAL ENCYCLOPEDIA**  
**ADOPTED APRIL 7, 2005**

**STANDING COMMITTEES**

**SERVICE COMMITTEE**

The focus of the Service Committee is on addressing community needs. *This committee would incorporate our Service, Literacy, Environment, and Grants.* The Service Committee Chair with the agreement members may appoint subcommittees, but the Chair is responsible for ensuring all the appropriate activities are carried out.

**MEMBERSHIP DEVELOPMENT**

Membership Development deals with these essential areas: the recruitment, orientation, continuing education, and retention of members. All members must assist the committee in the identification of new members. The committee must work with the members responsible for planning regular club meetings, so visiting prospective members form a good impression of the club. *The committee would incorporate our Membership and part of Information & Archives.* The Membership Development Committee Chair with the agreement of the committee members may appoint subcommittees, but the Chair is responsible for ensuring all the appropriate activities are carried out.

**COMMUNICATIONS COMMITTEE**

The primary goals of the Communications Committee are to keep the membership fully informed of all activities and plans and to generate publicity for the club in the local news services. *The committee would incorporate our Newsletter, Yearbook, Marketing, and Awards.* The Communications Committee Chair with the agreement members may appoint subcommittees, but the Chair is responsible for ensuring all the appropriate activities are carried out.

**FINANCE COMMITTEE**

The finance committee prepares the club's operating and service budget for approval by the Board of Directors and membership. Committee Chairs submit funding requests to the chair of the committee. During the year any changes in the expenditures must be submitted to the Chair and approved by the Board of Directors and membership. Any activity which will require current or future expenditure of club funds must go through this process. *In our club, this would include the current and immediate past Treasurer, current and immediate past President, one member from our Foundation, and the Fundraising Chair.*

**NOMINATING COMMITTEE**

The Nominating Committee is elected by the membership. It is composed of at least 3 members elected by the members at least 60 days prior to the Club's annual meeting.

## **SPECIAL COMMITTEES**

### **FUNDRAISING COMMITTEE**

The Fundraising Committee is responsible for raising revenue for the club's operating and service budgets. The committee may also be of assistance to raise funds for the club foundation. All fundraising projects not developed as part of the budget process must be approved by the Board of Directors and membership. The Fundraising Committee Chair with the agreement members may appoint subcommittees, but the Chair is responsible for ensuring all the appropriate activities are carried out. *This is the same as the old Fundraising Committee.*

### **HOSPITALITY COMMITTEE**

The Hospitality Committee has the responsibility of making reservations for club meal functions; welcoming and taking care of guests and prospective members; greeting guest speakers and being sure they are properly taken care of; decorations for any meeting or special programs; and collecting for meal events. The committee will also fulfill the responsibilities of a courtesy committee with objective of lifting the spirits of members who are sick or recuperating from an illness by remembering them with cards or flowers; and notifying members of the death of a member or person in the immediate family of the member. *This is the same as it has always been.*

### **STRATEGIC PLAN OVERSIGHT**

The Strategic Plan Oversight person will be responsible for coordinating with committee chairs and tracking the implementation of the club's plan. Issues of concern will be brought to the attention of the Board of Directors and membership. Every five years, the committee will work in conjunction with the chairs of each of the Standing and Special Committees to develop a new plan. The new plan must be approved by the Board of Directors and membership.

### **ARCHIVES COMMITTEE**

The Archives Committee is responsible for maintaining the records and history of the club and is often responsible for taking photographs of club programs and service project activity. This committee can be helpful to those working on local publicity or the yearbook. *This includes a part of the old Information and Archives Committee.*

### **PROGRAM COMMITTEE**

The Program Committee is responsible for setting the year's programs for meetings. The chair is the Vice President and the members are the chairs of the other committees. The committee does not actually have to meet as long as the Vice President coordinates the program development. Speakers for all programs should be set by the end of June.