

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 2nd 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.