

Catholic Woman's Club
Checklist for Co-Chairing a Monthly Meeting

***Committee Co-Chairs will receive a notebook from the President Elect to include details of the meeting from the planning committee. Please make certain you have this notebook and adhere to the provided guidelines.**

- 1. Start Early:** As soon as you know, go! It's never too early to get a jump-start on planning and organizing your committee.
- 2. Utilize the Committee:** Many hands make for light work! However, it's important for the committee to understand the value of their participation, what their specific role in the process will be, deadlines for tasks and so forth. The committee is a source of creativity, contacts, and resources so they should be utilized. Organizing a committee meeting after a general meeting is usually a good way to get the process started. Following-up with email communication and/or additional meetings may be necessary.

3. Event Planning:

Who is your contact at the facility and who is the CWC planning committee member for this meeting? Work with them on what time you can get in and learn of any restrictions or requirements they may have.

What is the budget?

What is the theme for the meeting?

Food?

Kitchen Facility?

Will there be a mass and if yes, who is saying it? This can be confirmed with the CWC Liturgy Coordinator.

Is there a speaker? What do they need? If there are questions regarding this, the CWC planning committee member should be able to address them.

Centerpieces?

Is a check required for payment on the location?

1. What supplies are needed? (ie. Plates, napkins, utensils, etc.) We should make an effort to be mindful of being environmentally conscious whenever possible; ie. Can we use real dishes and utensils, can we use recyclable products, etc.
2. **Supplies Available to You:** We have approximately 20 acrylic “table tents” that can be used to hold an event program, speaker handout, etc. There is also a “coffee” tote with those supplies.
3. **RSVP:** What will the number of attendees be? Remember to check in with the Telephone Committee and they need to be informed of your deadline for getting a count. The Reservation Team will be responsible for collecting the reservation money from members who do not show for the event unless their absence was due to an emergency.
4. **Keep Notes:** Keep notes of what you did, what worked well, what you might do differently to pass along to the following year’s event chairs. Take photos of the event to include in your notebook; sometimes a picture is worth a thousand words.
5. **Guest Speaker(s):** Arrange for any guest speaker(s) and confirm their attendance. Provide a guideline for how much time they have available to speak. This is especially important if there are multiple speakers!
6. **Day of event:**

What is needed for set-up?

Allow plenty of time for room arrangement, table setting, and food preparation.

Clarify committee assignments for day of event.

Have a schematic prepared for room arrangement.

Is there a microphone available? Is the sound system working properly?

7. After the Event

Add your notes to the meeting notebook and return it to the President Elect.

Turn in any meeting receipts to the treasurer for reimbursement.

Please remember there are many resources available to you; past chairs, the club Officers, and an entire CWC sisterhood that want you to be successful so please do not hesitate to reach out and let your needs and or concerns be known. Thank you for serving the club in this most vital role!! Wishing you success!!