

**Catholic Woman's Club
Standing Committees
(Report to full board)**

Audit, Budget, Constitution and By-Laws, Planning, Membership, Nominating Committee, Parliamentarian, Program and Education, Technology, Telephone, Visiting, Welfare, and Yearbook.

AUDIT: The Audit Committee shall consist of two members appointed by the President to examine all financial records of the Club and attest to their accuracy.

BUDGET: The Budget Committee shall consist of the Treasurer and five (5) members appointed by the President. It shall be the duty of the Committee to:

Prepare an annual budget allocating the estimated funds of the Club for its various activities.

Present the annual budget to the membership for its approval at the first regular meeting of the Club year.

Provide in the budget for a fund of nominal amount to be used for necessary expenditures during the months when there are no regular meetings. The Budget Committee Chairman shall determine that all Club funds, other than this nominal amount, have been expended prior to Audit.

Examine the budget during the Club year to determine if adjustments are necessary and make recommendations to the membership. The Budget Committee shall meet prior to the April regular meeting to make final recommendations.

Provide a copy of the proposed budget to the Yearbook Chairman for inclusion in the Yearbook.

CONSTITUTION AND BY-LAWS:

The Constitution and By-Laws Committee shall consist of two members appointed by the President to assist in the preparation of any proposed changes to the Constitution or By-Laws.

PLANNING COMMITTEE:

The Planning Committee is made up of three members and is under the auspices of the President-Elect. This committee shall provide for places of regular meetings, Day of Recollection, the Lenten Retreat, and May Luncheon and shall secure hostesses and committees for same; shall secure Chairmen for projects approved by the Club for the purpose of raising funds. This committee will work with the chairman of the Program and Education Committee, and the new scheduling goes to the yearbook chairman by June 15. One member will remain on the committee for continuity the following year.

MEMBERSHIP:

The Membership Committee shall consist of the President-Elect, who shall be Chairman, the President and Board of Directors serving a one year term, such that no member of the Board of Directors shall serve more than one year as a member of the Membership Committee. The Membership Committee shall meet at a time other than the regularly scheduled meeting of either the Club or the Board of Directors. Each member of the Membership Committee shall vote on all qualified applicants, except the President who may vote only in case of a tie vote. All members of the Membership Committee are expected to attend the Membership Committee meetings. If a member is unable to attend, a legitimate excuse must be presented. In that event, the President shall be empowered to appoint a substitute member.

NOMINATING COMMITTEE:

The Nominating Committee shall prepare a slate of candidates for election to all elective offices.

PARLIAMENTARIAN:

The Club shall have a competent parliamentarian to be appointed annually by the President.

PROGRAM AND EDUCATION:

The Program and Education Committee shall prepare the programs for the regular meetings. It is the responsibility of this Committee to provide information on topics related to the aims of the Club.

TELEPHONE:

The Telephone Committee shall have charge of contacting the members of the Club whenever necessary.

VISITING:

The Visiting Committee shall keep the Club informed about members who are ill and visit same when advisable. They should contact the President in case of the death of a member or immediate relative, and shall arrange for a Mass to be offered for a deceased member.

WELFARE:

The Welfare Committee shall annually identify a Community need for which the membership can provide assistance.

YEARBOOK:

The Yearbook Committee shall assist the President in compiling and printing the Yearbook.

TECHNOLOGY:

The Technology Committee, under the direction of the President-Elect, shall compile and manage the membership database, including the handling of email communications to the membership in coordination with the Telephone Committee and the Executive Committee.