

# **Soroptimist International of Truckee Meadows**

## **Committees**

### PROGRAM COMMITTEES

a. Community Outreach

The Community Outreach Committee hosts local SITM projects such as “Beads of Strength” and Afghans for donations. This committee also coordinates requests for support from other organizations, such as product drives, or members’ time. These requests may be brought to the committee by an individual member.

b. Dream It, Be It

Dream It, Be It is a Soroptimist International of the Americas (SIA) program that targets girls in primary and secondary school who face obstacles to their future success. It provides girls with access to professional role models, career education and the resources to live their dreams. SITM’s specific program targets pre-8th grade girls, preferably elementary school girls. The concept is twofold—first, to identify the obstacles to high academic achievement and bring the necessary resources to eliminate the obstacles, and second, to bring the resources needed to increase the number of girls that ultimately pursue STEAM (Science, Technology, Engineering, Art and Math) related college degrees and careers.

c. Education – Women

The Education – Women Committee represents Soroptimist’s strong commitment to the ideal of quality education for women and girls. The committee presents information and opportunities for engagement to address barriers to education, programs which offer academic and vocational support, career training and other related topics.

Since 1980, the Committee administers the recruitment, selection and awards process for the SITM Scholarship programs. The undergraduate scholarships honor Nancy Gomes, an educator, legislator and champion for children; Mary Gojack, a legislator, advocate for women and families and a member of SITM and Sue Camp, a member of SITM, past Region Governor and advocate for the advancement of women and girls. The graduate scholarships honor Jack Simon, husband of SITM member Jeanne Baxter, SITM supporter and an early “Soroptimister”.

The scholarships continue to honor these people but, in 2018 were renamed Dreams Moving Forward Undergraduate and Dreams Moving Forward Graduate Scholarships.

The Committee plans and hosts the annual Women’s Scholarship luncheon.

The Committee administers the Soroptimist Live Your Dream Award and hosts the annual luncheon honoring the awardee.

d. Education – Youth

The Education Youth Committee has long been committed to opportunities and education for the young. This committee focuses on the needs of youth in our community. The committee establishes goals at the beginning of the school year and works to achieve them and encourages SITM members to participate.

The Committee administers the application and selection process for Youth Scholarships and Thanks to Youth (Unsung Heroes) Awards which are presented during the annual Thanks to Youth Luncheon. The Committee receives all proceeds from the Thanks to Youth event and uses them to fund all youth programs including, but not limited, to youth scholarships and

shopping sprees for the unsung heroes. The committee meets with and supports the Thanks to Youth Committee during planning and execution of the Thanks to Youth Luncheon.

e. Empowerment for Women

The Empowerment for Women Committee supports the principals of the 1967 United Nations Declaration on the Elimination of Discrimination Against Women and other United Nations' human rights initiatives. This committee promotes awareness, education, advocacy and action to improve economic and social conditions for women and their families by supporting selected local, regional, national and international efforts.

The committee provides local awareness and support for Soroptimist International of the Americas initiatives and projects, plus the Soroptimist International December 10<sup>th</sup> President's Appeal.

f. International Goodwill and Understanding

Soroptimists emphasize the international relationships of individuals and clubs throughout the world. The Committee generates member awareness, advocacy and action regarding issues and projects, especially as they relate to the United Nations.

The Committee supports and administers SITM's project "Removing Barriers to Education for Girls in Thulipokhari, Nepal" by overseeing the project programs and fund distributions and by raising money to provide girls' scholarships for tuition and dormitory housing, micro-lending projects and other identified needs.

The Committee maintains the club Friendship Links.

g. STEAM Day

STEAM Day is an educational program that encourages hands-on participation by all SITM members. The one-day event is a collaboration between SITM and community experts that provides middle school girls with an opportunity to experience aspects of science, technology, engineering, art and math through "imagination stations". The Committee may evaluate and adjust the program each year to address the changing needs of the community.

2. MEMBERSHIP COMMITTEES

a. Attendance

The Attendance Committee is responsible for:

- Monitoring the main club email (currently [info@sitmnv.org](mailto:info@sitmnv.org))
- Updating weekly attendance sheets, noting any cancellations, etc.
- Recording attendance at weekly meetings and maintaining accurate records of attendance for each member for "perfect attendance" requirements
- Keeping a record of when a member's leave of absence begins and ends
- Coordinating attendance and meal commitments with the meal provider
- Issuing make-up slips to visiting Soroptimists
- Issuing lunch receipts as needed
- Administering perfect attendance awards
- Maintaining a list of members who attend eligible make-up events and meetings.

b. Finance/Governance Committee

The Finance/Governance Committee is managed by a Finance Committee coordinator and a Governance Committee coordinator, both who serve for two years. The two coordinators shall

work in cooperation, communicating all issues related to the financial and club operating regulations, to ensure effective, accurate and timely functions of the committee and the club. The committee is considered the authority on financial oversight and governance and should assist all officers, committees and members. The appropriate federation or region committee or region parliamentarian shall be consulted as needed.

Finance functions include implementing the yearly club budget process, developing internal control and accountability policies and is responsible for financial oversight. The respective treasurer presents the proposed annual budget to the board and membership for approval.

Governance functions include reviewing all proposed amendments to the club bylaws and policies/procedures, creating suggested language and making recommendations to the club. This includes any amendments required to ensure alignment with Federation and Region updates.

c. Hospitality

The Hospitality Committee plans and organizes club functions and social events to promote interaction and friendliness among members. The committee maintains a current list of members' birthdays and coordinates birthday celebrations during the monthly business meeting. Additionally, the committee sends out various greeting cards as appropriate. The committee coordinates with other committees to help make guests and new members feel welcome.

d. Membership

The Membership Committee is responsible for creating opportunities to attract and recruit new members through a variety of marketing and networking strategies. The Committee is responsible for reviewing applications of proposed members for eligibility, making recommendations for membership to the SITM Board, conducting new member orientation and education meetings, making a special effort to make new (and current) members feel welcome at meetings and events, and sharing new member information with other appropriate committees and Club officers for the purpose of updating their records.

The Committee is responsible for tracking and encouraging member retention. Such efforts may focus on Soroptimist education, leadership training topics, member surveys, coordinating special social events in cooperation with the Hospitality Committee, and other activities.

The Committee is responsible for administering member nominations for the annual Ceec Abrahams Award and selecting the member who best exemplifies actions above and beyond the call of duty in support of the club and its activities. It also arranges for a recognition ceremony and presentation of the revolving trophy.

e. Newsletter

The Newsletter Committee serves as the voice of SITM through its monthly newsletter *SITM Update*, distributed to Club members and other Soroptimists. The Committee Coordinator serves as the editor of the newsletter. Committee members serve as newsletter reporters, gathering the news stories, preparing the articles and serving as assigned liaisons to various other Club committees.

f. Photo/Scrapbook

The Photo/Scrapbook Committee chronicles the activities of the club throughout the year. Committee members also gather mementos and materials for the purpose of creating a memorable scrapbook for the club president. As the club's official library of photos, the Committee conducts the annual "Year in Review" meeting to celebrate the club's accomplishments and special memories.

g. Roster

The Roster Committee is responsible for maintaining, updating and distributing club roster information as appropriate. The Committee shall provide updated roster information to the Treasurer/General Fund as soon as it is received from a member. The SITM Roster shall not be reprinted or distributed in any way to individuals or groups outside the club without prior approval of the SITM Board except as required by Sierra Nevada Region.

### 3. FUNDRAISING COMMITTEES

#### a. Fundraising

The Fundraising Committee is responsible for planning and supporting various fundraising events and activities each year. Funds raised from these events will supplement other funding sources to support club projects and operations as appropriate and as directed by the annual budget.

#### b. Thanks to Youth

The Thanks to Youth Committee presents an annual "Thanks to Youth" luncheon which honors young scholars and unsung heroes between the ages of 6 and 18. All proceeds will be used to fund youth-focused projects, including Youth Scholarships for high school seniors and shopping sprees for the unsung heroes, which are undertaken by the Education-Youth Committee.

### 4. PUBLIC AWARENESS

The Public Awareness Committee is responsible for developing and disseminating all forms of external communications regarding activities, events, committee announcements and other news, as well as for reinforcing and maintaining a favorable Club identity (brand) in the community. Committees and event organizers are responsible for providing content for media releases and other communication and the Public Awareness Committee assists in reviewing and developing media/promotion plans, event-specific promotional collateral, and other pertinent messages and materials. The Committee uses various communication tools, such as the SITM website, social media, print and broadcast media, special acknowledgments, signage and other forms of the use of the SITM logo, club brochures and other printed materials. The Committee encourages club members to share SITM good news via personal social media. The Committee is responsible for the SITM media kit. It is also responsible for maintaining the club Dropbox image repository account.

With assistance from the President-Elect and appropriate committees, submit the club's entries into the region's and federation's club awards for membership and public awareness.