

## **Guide for Committee Chairs**

You are a member of the Board of Directors. Please attend all board meetings which are held on the first Thursday of the month or at Presidents discretion in case of a holiday or emergency.

The board **meetings start at 5:30 p.m. before the monthly dinner meeting at the Shrine Multi-purpose building. (President schedules the May Board Meeting date and location.)**

### **COMMITTEE MEETINGS**

1. Have a pre-planning meeting **at least a month in advance of your meeting** to give members a chance to express their ideas. Committees are responsible for planning all aspects of the meeting, i.e. speaker, any special activities, table decorations (Shrine Club has decorations. Contact Sue Parrish), menu, hostesses and guest book.
2. At committee meetings, let all members have a say.
3. Keep minutes of all activities of your meetings.
4. Study the local by-laws pertaining to your committee.
5. Encourage your committee members to attend.
6. **Invite to your Committee Meeting:**
  - Committee Members**
  - President**
  - President-Elect**
  - Vice-President**
  - Public Relations Chair**
7. Keep a notebook or file to pass on to next year's Chair.
8. Plan to attend all club activities as much as possible.
9. Try to sponsor at least one new member.

### **DINNER MEETING**

1. Divide your committee into groups, each being responsible for: Programs, decorations, hostesses, and guest book.
2. **GIVE THE TELEPHONE CHAIR, THE INFORMATION REGARDING YOUR PROGRAM NO LATER THAN ONE WEEK PRIOR TO YOUR MEETING.**  
She in turn will inform her callers so the members can be informed. The Telephone Chair needs to have a count by Monday, the week of the meeting, so she can contact Dennis Gerken so **food can be purchased based on reservations. Also, turn in dinner reservation if speaker will be eating.**
3. Have a copy of your program ready no later than Monday before the Dinner Meeting, as your President needs a copy to outline her agenda for the meeting.
4. Advise Joyce Grinstead with names of speaker, speaker bio, guest book and hostess, no later than one week prior to your meeting to prepare the program.
5. You are responsible for inviting your Speaker. **Engage your speaker as far in advance as possible.**
6. You have an allowance for each meeting (check your budget). If your speaker has a fee, it is necessary to obtain Board approval for any extra allowance, in advance. If there is no fee it is nice to present the speaker with an honorarium of \$50.00. Provide the Treasurer with the name of non-profit to prepare honorarium check.
7. Let the Shrine Club know if your speaker has a Power Point and if their Power Point has sound.
8. Clean the tables after meeting.