

Hometown Civitan Club STANDING COMMITTEES - PURPOSE AND FUNCTION

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MEMBERSHIP

This committee shall encourage members to seek new members for the club. A candidate for membership shall be sponsored by an active member of Civitan. A completed application for membership is to be delivered to the club Secretary along with applicable club dues. At the next club meeting, the new member is provided with a New Member packet of information as to the purposes and goals of the club, a list of current Officers and Board of Directors, a club roster and birthday calendar.

A survey of interests for club involvement should be completed by the new member as soon as possible and returned to the Membership Chair so that she can be promptly involved in a club project or activity.

The committee shall periodically host a New Member Orientation event to ensure that each new member is initiated into the club and oriented as to our purposes, goals and functions. Members are expected to attend meetings regularly.

CORRESPONDENCE - ATTENDANCE - RETENTION

This committee should be notified of any illness or distress existing among the club membership so cards can be sent to such sick and bereaved members. Birthday cards shall be mailed to all members. Committee workers shall particularly devote their attention to the proper welcoming of new members, striving to encourage friendship among the members generally and utilizing every reasonable effort to maintain their attendance at its meetings. They shall also work to retain existing members by contacting them after a meeting absence to express concern and ascertain issues. (The club Secretary will provide the club membership roster, attendance-tracking chart and list of birthdays.)

COMMUNITY / CHARITABLE SERVICE PROJECTS

With an understanding of the aims and objectives of Hometown Civitan Club, explore the needs of our community, civic and charitable, and recommend projects for consideration of the club. Adoption of a project shall require a two-thirds vote of the entire board of directors.

Each Project Director/Leader shall be the main contact for information about their specific charity, how members can participate in their activities, donate goods and services, and communicate to the club their future projects. All information about the charities and Project Leaders is accessible on the website under How We Serve.

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FUNDRAISING

Research and propose fundraising ideas to the Board of Directors and membership. Seek financial support for our club and its chosen charities by engaging individuals, businesses, charitable foundations, or governmental agencies, i.e. Adopt-A-Precinct program through the Sumter Country Supervisor of Elections office.

PROGRAMS

Provide club meeting programs that stimulate membership, attract prospects, and make Civitan members better informed citizens. A master plan is created for the year with special programs on special dates. It is the forum for vetting potential new charities to support. Any member may submit their ideas for a meeting speaker/topic.

PUBLICITY & PUBLIC RELATIONS

Disseminate all interesting information furnished by officers of the club, chairs of various committees, or Civitan International. Furnish the editor of the Civitan Magazine news items for publication therein promptly, while it still has news value. Raise community awareness about the club and its causes by announcing upcoming special events and inviting local newspaper journalists to cover special meetings, fundraisers and volunteer events.

SOCIAL

Coordinate and arrange outings in our area that are of special interest to club members and promote a better understanding of our community and world. Seasonal events, destination lunches, club parties, visits to chosen charities, etc.

STEWARDSHIP

The Steward is the custodian of the club's property. For every club meeting the Steward shall provide the club banners on their stands, American flag, table banner, laminated Creed handouts, etc. The brass bell and gavel may be the President's responsibility.

WEBSITE & COMMUNICATIONS

All four website addresses are hosted on the Wix platform and maintained by the Webmaster. All officers, directors, committee chairs and members are encouraged to provide articles, pictures and information about the club to the Website Administrator for posting on the website. Any IT ideas regarding setup or graphics or content are welcome.

www.hometowncivitanclub.org and .com www.hometowncharities.org and .com