

ADMINISTRATION

Board – made up of elected officers and directors, appointed positions. See Bylaws for duties. Meets once/month August through May, except December, at the First Congregational Annex. Schedule is in booklet. Term = 2 years.

Standing Committees:

Bylaws - made up of 4 people and meets once/year to review bylaws and standing rules, and as needed.

Club Communications – includes publishing the monthly newsletter (*Club Communicator*), maintaining the website www.gfwc-charlotte & Facebook, publishing a pictorial directory, maintaining the DACdb data base (www.imembersdb.com), updating the name tags. Committee members take charge of the various areas. Need minimum of 3 people.

Community Improvement Project (CIP) – the president chooses a 2-year project and solicits help from the Club members. This administration is doing Buddy Benches at the elementary schools.

Electronic Activities Reporting Specialist (EARS) - a person is appointed by the president to serve in this capacity. This person is responsible for receiving emails to the Club and directing them to the proper people. She reviews the state publication, *News and Notes*, and reports items of interest to the Club Board of Directors each month.

Education Foundation – The Education Foundation was established in 1985 as an endowment fund. It is funded only by contributions from GFWC MI members and clubs. Interest generated by the endowment is used exclusively to fund scholarships for GFWC MI members. “Women Investing In Women” is their motto. The scholarships are given for self-improvement and do not necessarily have to be for academic work. The scholarships are not awarded on financial need.

Club members are encouraged to buy a page for the Education Foundation Book memorializing or honoring someone special. The pages cost \$100.00 and it is a wonderful tribute to someone special.

Our Club chair keeps abreast of activities sponsored by the GFWC MI Education Foundation and communicates them to the Club. She encourages applying for scholarships available to Club members of at least one year. This is done through periodic articles in *the Club Communicator*. She promotes supporting the Foundation, including activities at the Southwestern District Annual Meeting each fall.

Finance – 5-person committee (made up of specific people – see bylaws) that prepares a proposed budget in July for the upcoming Club year and advises the Board on financial issues. The Board approves it and then it is voted on by the whole Club at the first meeting in September.

Financial Review – the books are reviewed annually by a person appointed by the president.

Fundraising - currently, we have two fundraising projects:

1. Terri Lynn Products (sale of candy & nuts) – 3 chairs; all members are encouraged to buy.
2. SIREN Holiday Tea – we have an extensive list of committees under this project. **This is our major fundraiser** and all members are encouraged to help in some capacity. For example, preparing the luncheon, helping with the auction, sponsoring a table, registering and cashing out people. There is an over-all chair. The proceeds are split with SIREN/Eaton Shelter and GFWC – Charlotte. This is held on a Sunday in November. (This year, it is the 10th)

Guiding Harbor - Girlstown was founded by the General Federation of Women’s Club of Michigan in 1958. What began as Girlstown, providing quality residential services to young female victims of abuse and neglect, has expanded to include all child victims and has become Guiding Harbor. As Guiding Harbor we are continuing our residential program for girls while offering hope to abused boys and girls through our foster care placements. Our Supervised Independent Living program offers a safety net for young adults as they begin the process of living on their own. A major fundraiser for Guiding Harbor is their extremely successful Annual Auction usually held in November. For more information, visit their website www.GuidingHarborGT.org

Our Club Chair is responsible for preparing a theme (of her choice) basket to be auctioned. This is to be done by the SWD Annual Meeting in the fall. She serves as the liaison between Guiding Harbor and the Club and makes club members aware of the Wish List of items needed at Guiding Harbor – collecting them and getting them to Guiding Harbor (usually via one of the Club delegates attending a state meeting). The Wish List is usually published in the newsletter and items gathered at a meeting,

Hand to Hand – this is a group, headed by a chair that will help Club members in need in any way. For example, provide transportation to doctor appointments, grocery shopping or to Club meetings, preparing meals, etc. due to illness, bereavement, handicap, etc.

Membership/Name tag box/Attendance – there are a minimum of 4 members and the chair is appointed by the president. It includes members of at least 5 years, and at least 1 new member of a year or less. Specific duties are listed in the Bylaws. This committee actively recruits new members and provides applications to them, sponsors an orientation for new members, provides new members with a packet of information including a copy of the Bylaws, Standing Rules, Pictorial Directory, Yearbook and booklet, and organizes a mentoring program. The Chair is responsible for following up on poor attendance and participation of members. This committee is responsible for having the name tag box at each meeting and providing one or two people to check-in attendees.

Mobile Meals – is a service to our community whereby one or two meals are delivered by volunteers to one’s home around noon, up to 7 days/week. It is available to those who have a need for a special diet, have a physical or mental handicap, or doctor recommendation. The program was initiated by GFWC – Charlotte in 1971 and is a non-profit corporation administered by an elected board of directors. Meals are prepared at Hayes Green Beach Hospital and special diets can be accommodated. We especially like to involve our new members in this program. Two volunteers drive together and meals are picked up at the hospital at 11:15 a.m. and delivery time is about one hour. One trains by riding with an experienced driver. Volunteers are basically assigned to one day/month, and we maintain a substitute list.

Nominating – minimum of 3 members, including a past president. This committee prepares a slate of officers and directors to be presented at the Annual Meeting for election or any such time a vacancy occurs.

Program – minimum of 4 members appointed by the president and chaired by the Vice President. Recommends programs for Club meetings that relate to the Club’s objective in the six basic areas of Community Service Programs: Arts, Conservation, Education, Home Life, International Outreach and Public Issues. Lets the Finance Committee know the cost of the programs, prepares the draft of calendar of events for the Yearbook. Programming is subject to Board approval. Members of the committee serve as the liaisons to the speakers and make all the necessary arrangements and introduce the speaker at the meetings, handle honorariums and thank you notes.

Publicity - one person usually handles this and is responsible for submitting articles to the local paper.

Remembrance – this is a 1- 2-member committee and are responsible for sending cards to a member in the event of illness/hospitalization, births and weddings; death of a member’s immediate family (spouse and children) or to a member’s family in the event of death of a member. The Club pays for the cards and postage.

Scholarships – to Charlotte High School seniors. This committee solicits applications and participants to receive one \$1,000 scholarship and the drawing for two \$500 scholarships at the tea honoring the seniors – held in May. They distribute the applications, collect them and arrange for judges to review them. Cards are distributed for the drawing before the tea. The chair awards the scholarship and conducts the drawing. Winners’ information is also given to the newsletter chair.

Woman of Achievement/Ms. Federation Awards – committee consists of the current club president, one club member with three years or less years of membership and three with more than three years. See the Bylaws for the nomination criteria, selection process and time requirements. The Club chooses our local winner and honors the recipient at the December meeting. These awards are given in alternate years by GFWC MI at the annual convention in the spring – Woman of Achievement in even years and Ms. Federation in odd years. Ms. Federation recognizes one for their service and involvement in club and federation work. Woman of Achievement considers community service, as well as club and federation work.

COMMUNITY SERVICE PROGRAMS (CSP)

Arts

Chorus – this is a “for fun” group led by a director and pianist. Currently there are about 25 members. One should be able to read music and sign up with the director. They sing for the Club, Rotary, at conventions, at nursing homes, and when asked.

Arts and Crafts – this group participates in 3-4 projects a year that average about 2 hours. Sign-up sheets are provided at the first meeting and at other meetings if the sessions aren't full. There is often about a \$5 charge for materials. There are about three leaders and the group size varies with each activity.

Arts and Nursing Scholarships – a chair promotes applying for these scholarships offered by GFWC MI, and provides applications at the high school, library, hospital, and to Club members. These scholarships are for \$500 each, and are available to students, community members and club Members. They are processed through the club president by January 15th. The deadline is February 1st and applications are reviewed by a panel of judges and competition is state-wide.

Lansing Town Hall – club members volunteer to serve on the Board, buy tickets and attend lectures. This supports the Lansing Symphony Orchestra.

Conservation

Beautification – This is headed by a chair and volunteers “pitch in” to clean out and plant the downtown urns. We put in greens for the winter months and flowers in the spring. They also clean and plant several beds downtown, Veteran's Park, Dean Park. These sessions are usually held on a Saturday morning and takes about 2 hours.

Kind News – a chair solicits \$25 donations to provide a booklet and materials to teachers for the year. The Club donates 2 subscriptions and this year 35 members have supported the program.

Resource Conservation – we recycle can tops, printer cartridges, Yoplait tops, etc. There is a chair that oversees the collection of these items and has a basket out at the meetings.

Education

Epsilon Sigma Omicron (ESO) – this is a voluntary reporting of books one has read/year. A chair collects the information and sends it in to GFWC MI and certificates are awarded at various milestones.

Mini-trips – there is a chair and small, informal committee. They arrange “field trips” to places and events of interest to club members. Participation may include 2-3 or 30+, depending on the activity, cost, interest, etc. They have done such things as visit gardens in other communities, trip to the Amish community, attend plays, etc. They usually schedule something once/month and advertise it in the newsletter. They meet at Al!ve and car pool. Suggestions are welcome!

MyLead – Michigan Youth Leadership has been an endorsed project of GFWC MI since October, 2005. MYLead motivates and enables the youth of Michigan to continuously make a positive impact on their communities through leadership and service. MYLead carries out this mission by hosting an annual leadership conference for high school sophomores. Students from many Michigan schools are brought together for energetic interaction with leaders of today and positive peers. Events include panel discussions with leaders from business and government, community service, team building activities, motivational speakers, leadership

exercises, and impromptu speaking exercises in small groups. GFWC – Charlotte helps with registration at MSU for high school students attending a leadership training seminar. It is held 2 times in the spring and involves being there at about 7 a.m. Lunch is included, but optional. Our club president is currently the state chair for this.

Tea & Tomes Book Club – has a chair and about 25 members. It meets monthly through the school year, usually on the 4th Tuesday at the Charlotte Community Library. A book list is provided and we read one per month and discuss it. Light refreshments and tea are served. Members sign up for a turn. Volunteers to lead the discussion are welcome!

Youth Literacy:

Listen to Me Read – There is a chair and she is recruiting volunteers who support young readers in kindergarten through third grade at Parkview and Galewood schools. Volunteers are assigned to one or two students to read with once a week for 30-60 minutes. There is some flexibility in meeting volunteer's scheduling needs.

Read to Me – has a chair and 3 committee members + a sub list. Because background checks are necessary, this is a pretty static committee and subs aren't used a lot. Kindergartners and 1st grade are read to on the 1st & 3rd Th., and 2nd grades on the 2nd & 4th Wed. at St. Mary's. for about a half hour. One takes a book or gets one from the teacher.

Reading is Fundamental (RIF) - Reading is Fundamental (RIF) is a National Program often supported by local groups such as GFWC. Being on this committee is not a huge time commitment, but a rewarding one. Our club, along with a small grant, provides the funds to purchase books for every second grader in Charlotte. We meet twice a year, fall and spring, as a committee to select books. Working with a partner, each team arranges a visit (that's convenient for all) with a Second Grade Teacher to visit the classroom. Time Commitment: Fall and Spring: a couple of hours to meet and select books. Classroom visits are usually 20-30 minutes. You might be responsible for one or two classrooms, depending on how many committee members there are. (We have 9 right now.)

Home Life

Bay Cliff Health Camp is a non-profit, non-denominational summer therapy center located on 170 acres of land along Lake Superior near Big Bay in Marquette County. It serves physically handicapped children ranging in age from 3 through 17. Founded in 1934 it now has 50 buildings used for housing and program facilities. The camp enrolls approximately 200 children for a seven week summer session. Bay Cliff is an endorsed GFWC MI project since 1998. Contributions are reported on a treasurer report form and mailed to GFWC MI. They have an open house the third Tuesday of July for GFWC members.

Christmas Kiddies – members go to the main fire station and help wrap presents to be delivered to needy families on Christmas Eve - usually about the 2nd Saturday in December in the morning.

Eaton Clothing and Furniture – members are encouraged to donate to this non-profit organization. Many of our members volunteer as workers, too. One of our members chairs this committee. We help with fitting shoes to kids in the fall.

Focus on Health –

Women’s Health – chair contributes articles to the newsletter.

Gift Basket/HGB Volunteer – contact HGB administration; hours volunteered count toward volunteer hours for our Club.

Women on the Move – walking and exercise at Alive count for Club credit, as does participating in sport/exercise activities. Keep a record.
(There is a book at Alive just to the right when entering the main doors.)

SIREN/Eaton Shelter –members are encouraged to donate to this non-profit organization. We co-sponsor a tea the second Sunday of November to raise funds for them and our Club. This is our major fundraiser and all are expected to help in some way.

International Outreach

Heifer International –chair collects money from members to donate to the project.

Operation Smile – chair plans one or two meetings a year to make blankets.

Shot @ Life –promotes vaccinating kids.

Public Issues

Club Archives – a board member serves as chair of this committee. Items are kept in the old court house basement. Those willing to help should contact the chair as listed in the Yearbook.

Registering High School Seniors to Vote – the chair is our current county clerk. Volunteers help register the high school seniors at the tea we sponsor in May. Contact the chair as listed in the Yearbook.

MONTHLY MEETING COMMITTEES: chairs and committees are filled first on a volunteer basis, then completed by assignment by the VP. There is a chair, or co-chairs, plus 3-5 people on the committee. They have a budget of \$50/meeting to cover table decorations, linens, etc. The chair(s) turn in the reservation count to the venue by the Tues. preceding the meeting. The number determines the number of tables to be set. (8/table) Committee sets the tables with silverware, glasses, napkins, handouts, decorations, etc., clears the tables, collects the name tags and puts them in the recycle box, and helps with check-in.