

*All Committee Chairs will submit a budget proposal for their committees to the Executive Board by April 1<sup>st</sup> of every year.*

## **NIWA Committee Responsibilities**

**Achievement Committee:** The Achievement Committee shall be responsible for administering the Achievement Program. They will keep all records and award the levels of achievement. They will also keep the requirements up to date and add new requirements that will benefit the club. They are responsible for collecting reports from those responsible for reporting achievements. (See Responsibilities for Reporting Completion)

**Audit Committee:** The Audit Committee shall be appointed by the President at the May Membership meeting. The committee shall consist of three members. The committee shall conduct an annual internal audit of the financial records and report findings at the July Membership meeting. The committee shall also audit the financial records upon change of Treasurer and report its findings within 30 days of the change of Treasurer.

**Badges Committee:** The Badges Committee will sell identification badges for club members.

**Christmas Party Committee:** The Christmas Party Committee will plan and run the Christmas party and will keep a list of those that attended. They will report members that donated gifts for guests to the Achievement Committee Chair.

**Community Liaison Committee:** The Community Liaison Committee will make arrangement for facilities for club meetings and activities.

**Drawings Committee:** The Drawings Committee will hold drawings at the monthly club meeting.

**Exhibits Committee:** The Exhibits Committee will make arrangements for exhibits showing the various wood working skills of our members and will obtain from the members such items as will fit in the display and set up the displays. They will send a list of those that placed items in displays to the Achievement Committee Chair.

**FaceBook Club Page Committee:** The FaceBook Page Committee will keep the club page current and monitor it for questions and membership requests. They will also bring articles of woodworking interest to the page.

**Field Trips Committee:** The Field Trips Committee will set up and organize field trips for the club members that relate to wood working. The committee will also report the names of club members that go on field trips to the Achievement Committee chair.

**Club Patches Committee:** Club Patches Committee will arrange have club patches available at club meeting. They will also collect the money for the sale patches and turn it into the club Treasurer.

**Historian:** The Historian will keep a record of club activities and events. This record will be stored in the club library.

**Hospitality Committee:** The Hospitality Committee will make arrangements for refreshments at the monthly club meeting.

**Lake County Fair Committee:** The Lake County Fair Committee will make arrangements for a club booth at the fair, recruit demonstrators and booth worker. They will set up and man the booth and will be responsible for taking it down. They will report all demonstrators and booth workers to the Achievement Committee Chair.

**Library Committee:** The Library Committee will manage the club library.

- A. Arrive at meetings a little early to unlock the library cabinet. The President also has a key.
- B. Collect past due fines and turn money over to the Treasurer. Announce to the membership when you are turning in money.
- C. Re-shelve the material in numerical order. Discourage members from re-shelving material to avoid misfiling
- D. Take inventory every few months.
- E. Inform members that you will try to acquire material that they request.
- F. Stay alert for material that you think would be useful to the members.
- G. When possible, notify members of past due material.
- H. As the library cabinet gets too full, pick out material that you think gets little use and sell it at the annual auction in January.
- I. Maintain lists of library material to be posted on library door and on our website.
- J. Report any members that submit a book, tool or video review to the Achievement Committee chair.
- K. Report any members that donates materials to the club library to the Achievement Committee chair.
- L. Report any member that suggests any new materials for the club library to the Achievement Committee chair.

**Newsletter Committee:** The Newsletter Committee will publish a month newsletter and send it to the membership; they will also have it placed on the club website. They will report the names of any members that submit articles to the Achievement Committee chair.

**Nominating Committee:** Nominations for Club officers shall be made by a Nominating Committee appointed by the President at least five weeks prior to the election. This committee shall consist of three active members. The committee shall present its report at the regular meeting preceding the meeting at which the election is to take place, and shall present only the names of active members who have consented to serve if elected.

Further nominations may be made from the floor by any active member at the time of the election.

**Parliamentarian:** The Parliamentarian will advise on the club Constitution and Bylaws and on parliamentary procedures. They will also conduct the club election.

**Picnic Committee:** The Picnic Committee will make reservations, plan and run the picnic and will keep a list of those that attended.

**Pictures Committee:** The Pictures Committee will take photos of the Show & Tell items and other club activities and send copies to the Newsletter Committee. Copies of these photos will be placed in the club library.

**Press Committee:** Will oversee articles about the club for local news papers, and will report on these at club meetings.

**Programs Committee:** The Programs Committee will arrange for speakers and programs for the monthly club meeting. They will convey this information to the Newsletter Committee and the Website Committee.

**Raffle Committee:** The Raffle Committee will set up and organize the annual club raffle. This will include collecting donated items for the raffle made by club members, giving out raffle tickets to the members, collecting and recording funds turned in and conducting the drawing. The committee will also report the names of club members that donate items for the raffle to the Achievement Committee chair.

**Shop Visits Committee:** The Shop Visits Committee will arrange for member shop visits and will keep a record of those hosting the visits and those that attended the visits. A copy of the list showing the members that attended the shop visit will be given to the Achievement Committee chair.

**Show & Tell Committee:** The Show & Tell Committee will run the monthly show and tell at the club meetings. They will procure drawing prizes and hold drawings for those that participate. They will also keep a record of those that participated.

**Toy Committee:** The Toy Committee will coordinate the making of toys for the annual toys for kids program and will report members that have made toys along with the number of toys they have donated and those that host and attend a toy building workshop to the Achievement Committee chair.

**Webmaster:** The webmaster will maintain the clubs webpage and keep it current.

- A. Update the website with any new information for the benefit of the members.
- B. Use your best judgment as to what is appropriate for the website. Try to be creative. If the website isn't kept current and informative, people will not access it.
- C. Microsoft Front Page is now used as the HTML editor, but you may use any program that you choose.
- D. Encourage members, especially committee chairs to keep you informed in writing of any activities of interest to members.

- E. Communicate via email to all members that are online to remind them of meetings or other activities and when the latest newsletter is available on the website. The Treasurer should inform you of the email addresses of new members or change of address of current members.
- F. Report any members that suggests links for the website to the Achievement Committee chair.