

RESPONSIBILITIES OF COMMITTEE MEMBERS

Program Committee (Women)

Responsible for planning and executing programs/activities for WM

Program Committee (Young Women)

Responsible for planning and executing programs/activities for young women and girls.

Public Relations

Publicizes and advertises activities/programs, and services of WM by submitting the appropriate information to various agencies such as churches, media, denominational magazines and Conference office in an effort to reach the target audience.

Hospitality

Responsible for planning and executing all food functions

Courtesy

Responsible for remembering committee members during times of loss and others as deemed appropriate.

Finance

Responsible for working with the director/chairperson in developing an annual budget for WM. Monitors expenditure of funds.

Decoration

Responsible for working with the program committee to determine needs before developing plans for decorating. Secures appropriate materials and executes the plans for decorating.

Hostess & Ushers

Responsible for providing official greeters and ushers at various functions including the retreat and other times as appropriate.

Site Selection

Responsible for researching and recommending physical facilities/arrangements that accommodate various programs and activities.

Transportation

Responsible for arranging and/or providing transportation for guests at various Women's Ministries functions as needed.

Newsletter

Responsible for planning and creating a newsletter for communicating with the Members.

Archives

Responsible for preserving records and historical documents for WM

Assistant to the Director for Registration

Responsible for assisting the director in coordinating the registration process to ensure a smooth and efficient process. Responsible for working closely with the Registration co-chairpersons to keep track of the status of registration on a bi-monthly basis, report the status of payments received and to ensure all registration materials are ordered, name tags and meal tickets. Solicit assistants to work with the registration at the retreat.

Gift Bags

Responsible for soliciting merchants, churches, collecting gifts and stuffing bags

Room Service

Responsible for placing gifts bags in rooms for every women registered

Program Facilitator

Responsible for getting program participants in their rightful places on time
Notifying director of any challenges that she cannot resolve in a timely manner

Moderator

Responsible for insuring the room is properly set up, equipment is in place, hand-outs are distributed to attendees, presenter is introduced, evaluations are passed out and collected and given to Evaluation Chairperson

Evaluation

Responsible for insuring that evaluations are distributed and completed at each session and program and that an overall evaluation is given at the end. Develop I'm Available and Site Suggestion Form for distribution at end of retreat.

Sponsorship

Responsible for formulating a list of prospective donors from members' suggestions and writing to request sponsorship. Follow up with prospective donor once letter has been sent or with committee member who makes initial contact. Informs director and treasurer through written report of the positive responses. Follow up with thank you letter.

First Time Attendees

Responsible for getting the list of first time attendees and ensuring that they are personally welcomed to the retreat.

State Placards

Responsible for securing placard signs for each state represented, position them on the meeting room floor at each program. Ensure that signs are kept safe for future use.

Special Guest(s) Attendant

Responsible for ensuring that guests are comfortable in their rooms. Placing gift basket in room. Periodically checking with guests to make sure their needs are met.

Tokens for Presenters

Responsible for distributing the tokens of appreciation for presenters. Ensure moderator has gift in timely manner to present after seminar.