

DIRECTOR OF FUNDRAISING

FOCUS:

The main focus of the Fundraising committee is to provide the mechanism to raise funds to support club activities and our awards.

- Coordinate the Club's major fundraiser Bling on the Holidays! including establishing subcommittees for the major tasks associated with this event
- Seek out other fundraising opportunities that support our members or the Soroptimist mission such as short-term sales, community events, combination member/social events
- submit documentation to Sierra Nevada Region and Soroptimist International of the Americas for club award applications
- provide budget input to the board regarding line items and funds required to accomplish the tasks of the committee.
- submit Program Focus Reports as needed on a regular basis via Soroptimist International (SI) online reporting system to insure that our global activities are documented at the SI level

The ability to raise funds is a critical task that ensures we are able to fund our awards program and our membership activities as well as to provide support for community events that either support our mission or that give back to the community that supports us.

DIRECTOR OF PROGRAM

FOCUS:

The Program committee is responsible for insuring that our club meets its obligation to support the Soroptimist mission through financial and honorary awards that support women and girls and community participation in Service Projects including:

- Coordinate chairmen for each of our club awards (Live Your Dream: Training & Education Awards for Women; Violet Richardson Award; Ruby Award; Annabell McCord Award; Shining Star)
- Coordinate application process, judging of applicants, recruitment of outside judges as necessary for each of the club awards
- Seek out opportunities to provide service to the community in the form of hands-on service or participation in community events and programs that are aligned with the Soroptimist mission and core values
- Organize and coordinate annual awards banquet
- provide budget input to the board regarding line items and funds required to accomplish the tasks of the committee
- submit documentation to Sierra Nevada Region and Soroptimist International of the Americas for club award applications
- submit Program Focus Reports as needed on a regular basis via Soroptimist International (SI) online reporting system to insure that our global activities are documented at the SI level

Program is why Soroptimist exists as an organization. All other activities...public awareness, membership, fundraising...support our ability to provide support for the Soroptimist mission.

DIRECTOR OF MEMBERSHIP

FOCUS:

The membership committee is responsible for all things that support our membership including

- organizing membership recruiting events,
- organizing membership social outings,
- Sunshine (greetings from the club for significant life events such as births, deaths, marriages, retirements, etc.),
- communicating with members with reminders of club events as needed,
- maintenance of club roster
- check in/meal ordering at regular meetings,
- convene/establish a subcommittee to review club bylaws for updates
- convene/establish a subcommittee to create club standing rules
- induction of new members including coordination of official club binders, pins and ceremony, new member gifts
- coordinate periodic member orientation sessions to provide Soroptimist education to our members
- provide budget input to the board regarding line items and funds required to accomplish the tasks of the committee
- submit documentation to Sierra Nevada Region and Soroptimist International of the Americas for club award applications
- submit Program Focus Reports as needed on a regular basis via Soroptimist International (SI) online reporting system to insure that our global activities are documented at the SI level

Our members are the lifeblood of our club...without an active membership our club would not be able to fulfill the mission of Soroptimist here in Auburn. Because our members are critical to our success, the membership committee provides support and guidance in recruiting and retaining our membership.

DIRECTOR OF PUBLIC AWARENESS

FOCUS:

The public awareness committee is responsible for all things that support awareness of our club and Soroptimist in our community and the public including:

- Maintenance of our social media presence on Facebook, Twitter, Instagram
- Maintenance of the club website
- Maintenance of the club calendars
- Publishing the weekly e-blast, including coordinating with the board, members and committees to get current news for publication
- Press releases to local media outlets of significant club events and activities
- Photographing Soroptimist activities to be used for social media, website, publicity, club records
- Seek out opportunities to broaden public awareness of Soroptimist in the community
- Provide budget input to the board regarding line items and funds required to accomplish the tasks of the committee.
- Provide support to committees for publicity of club events, meetings, etc. to local media outlets and public community calendars
- Submit documentation to Sierra Nevada Region and Soroptimist International of the Americas for club award applications
- submit Program Focus Reports as needed on a regular basis via Soroptimist International (SI) online reporting system to insure that our global activities are documented at the SI level

Insuring that our public (the community, the Soroptimist community, our members) is aware of our Club and its activities is critical to our success as a club, our fundraising efforts, our ability to encourage donations, our

recruitment of new members, and our ability to attract applicants for our awards.