

# MADISON CATHOLIC WOMAN'S CLUB

## **PRESIDENT/CO-PRESIDENTS**

### **BOARD MEETINGS:**

1. Plan and preside over the Board Meetings of the Madison Catholic Woman's Club (MCWC).
  - The MCWC Board consists of 8-10 elected members, 11 committee chairmen and 8 co-chairmen.
    - The Constitution determines the current elected officials.
    - The President/ Co-Presidents along with the BOD determine the committees necessary to run the organization.
  - There are typically 6 BOD meetings each year.
    - The meeting prior to the September general meeting may be held the last Monday in August.
    - Other meetings are held on the First Monday in October, November, February, March and April.
2. Confirm that arrangements have been made for BOD meetings for the upcoming year.
  - The Corresponding Secretary is responsible for all arrangements regarding place, time and dates, confirming all in early summer.
    - Currently, St. Mary's Hospital has graciously allowed us to hold Board meetings at their facility, and may include a room adjoining the cafeteria, one of the bays in the conference center, or Alumni Hall.
    - Reservations for the room must be confirmed with the personnel in the Dietary Department by the Corresponding Secretary.
    - Meetings are scheduled between 9:00 AM and 11:00 AM.
  - The Corresponding Secretary contacts all Board Members before the first meeting giving them all the needed information.
    - BOD Members are expected to call the Corresponding Secretary if they are unable to attend.

3. Plan the agenda according to the following format:

- Welcome by the President
- Prayer by Spiritual Chairman
- Minutes of previous meeting read by Recording Secretary (approved or amended)
- Treasurer's Report (filed for audit)
- Correspondence read by Corresponding Secretary
- Report on previous general meeting by invited chairperson
- Report on arrangements for upcoming general meeting by invited chairperson
- Oral reports by all remaining officers and chairpersons as listed in Membership Book. (Ask for reports of those who might need to leave early before those of others)
- Old business
- New business
- General Announcements
- Adjourn (Motion not necessary)

### **GENERAL MEETINGS**

1. Plan and preside over the 7 general meetings of the MCWC.

- General Meetings are usually held on Monday or Tuesday, depending on the availability of the Spiritual Director.
  - The September meeting is held the Monday following Labor Day.
  - The December meeting is held the 1<sup>st</sup> Monday or Tuesday of the month.
  - The May meeting is held the 1<sup>st</sup> or 2<sup>nd</sup> Monday or Tuesday of the month.
  - All other meetings, with the exception of November and January, are held the 2<sup>nd</sup> or 3<sup>rd</sup> Monday or Tuesday of the month.

2. Send Guidelines sheets for Chairman of the month six weeks before meeting.

3. Send a note to the Spiritual Advisor two weeks before meeting asking him to celebrate Mass and give the homily.

4. Send an invitation to host pastor two weeks before meeting to celebrate Mass with Spiritual Advisor, thanking him for use of parish facilities and asking him to join us for lunch. Tell him Spiritual Advisor will give the homily.

5. Give names of people to be seated at head table to either Chairman of the month or Reservation Chairman, also notifying these people of their head table seating.

6. Plan agenda according to the following format:

- Welcome by President/Co-Presidents

- Prayer by Spiritual Advisor or Host Pastor before luncheon
- Introduce head table
- Present chairman of the day who introduces her committee
- Announcements
- Introduce Program Chairman who introduces speaker or program
- Thank program participants

## **MONTHLY**

### **1. JUNE:**

- Compose letter to general membership early in the month.
- Forward letter to Membership Book Chairman who has it printed and included with dues notices.
- Send all information for Membership Book to the Membership Book Chairman exactly as it is to appear in the book by June 15th. Include everything – approximately 13 pages.
- Check on application for raffle to be held at Fall Style Show.

### **2. JULY & AUGUST:**

- Attend meetings for the Fashion Show as arranged by committee chairmen.
- Ensure that auditors have audited the books.
- Call about Insurance (August 1).

### **3. SEPTEMBER: Board Meeting**

- Report on Fashion Show arrangements by chairman
- If necessary, approve any projects chosen for payment before May.

**4. SEPTEMBER:**

- Send letter to Bishop/Bishops inviting him/them to March Meeting honoring religious of diocese and May Spring Luncheon. Doing so early will hopefully help with the possibility of his attending our events, as their schedules are so full.

**5. OCTOBER:** Board Meeting

- Report from Chairman of Fashion Show.
- Report on October Day of Renewal arrangements from chairman.

**6. OCTOBER:**

- Send letter to St. Vincent de Paul director inviting him/her to Christmas luncheon to accept donated gifts for needy children/families.

**7. NOVEMBER:** Board Meeting

- Report from chairman of October Day of Renewal.
- Report on December Christmas Luncheon arrangements by chairman.
- Discuss and approve amount for Spiritual Advisor's Christmas gift.

**8. DECEMBER:** Christmas Luncheon

- Present gift to Spiritual Advisor
- Present gifts collected for St. Vincent de Paul

**9. JANUARY**

- Send letter to membership if necessary.
- If deemed necessary, Treasurer sends statements to members still delinquent in their membership dues.

- Appoint Nominating Committee in January of second year of term – see Article V of Bylaws.

#### **10. FEBRUARY:** Board Meeting

- Report from Chairman of Christmas Luncheon.
- Report on February General Meeting arrangements by chairman.
- Projects Chairman presents date for Projects committee meeting and asks Treasurer how much money is available for contributions.
- Spiritual Chairman requests suggestions for Christian Achievement Award candidates.

#### **11. MARCH:** Board Meeting

- Report from Chairman of February General Meeting.
- Report on March General Meeting arrangements by chairman.
- Projects Chairman presents projects as compiled at Projects Committee meeting. Discussion follows. Board approves final dispersal of funds.
- Spiritual committee Chairman presents names of persons considered for Christian Achievement Award.
- Second Year: Nominating Committee presents names of nominees for offices. If necessary, elect officers from list of candidates who will serve for next two years.

#### **12. APRIL:** Board Meeting

- Report from Chairman of March General Meeting
- Reports on April General Meeting and May Spring Luncheon by chairmen
- Invite Spiritual Advisor to luncheon.

### **13. APRIL:**

- Remind Program Chairmen, and in-coming presidents if appropriate, that information must be ready by June 15 for new Membership Book.
- Second Year: Consult with Vice-President/Co-Vice-Presidents regarding date for combined board meeting and luncheon. Announce date to board members. (Suggestion: Each board member will pay \$10 with the balance of the luncheon being paid by the MCWC.)
- Obtain two-year report to be printed with the May Spring Banquet program – highlights only – from the Historian.

### **14. MAY:**

- Give names of those to be seated at head table for May luncheon to Luncheon Chairman or Reservations Chairman; notify people of seating arrangement

### **15. MAY of Second Year:**

- Arrange for combined meeting of incoming and outgoing board members to be held after May spring luncheon.
- Oversee the ceremony as the new President/Co-Presidents take office.
- Pass on job descriptions and/or procedural manuals from retiring to new board members.
- Choose Spiritual Advisor for two year term, and provide him with a copy of his position description.

### **GENERAL INFORMATION**

- Tax exempt number is ES 7573; Federal I.D. number is 39-1460619; checking account number is 1010009370 at Associated Bank.
- Maintain receipts for expenses incurred during term of office and submit to Treasurer for reimbursement. (Annual allowance of \$100.00).
- Mailings to membership:

- **June:** Letter to general membership with dues notice, membership blank and return envelope addressed to treasurer. *Return Service Requested* on envelope
- **August:** Membership Book with Fashion Show letter and tickets
- **January:** Letter to membership **only if necessary**
- President is responsible for Membership Book cover, theme, reflection and prayer to be included on first two pages.
- President may adjust agenda of general meeting as appropriate for the occasion.

Revised: 05-31-2012