

WOMEN OF TRANSFIGURATION OF JESUS CATHOLIC CHURCH GUIDELINES

ORGANIZATION NAME: Women of Transfiguration Church

MISSION STATEMENT: Unite Transfiguration of Jesus Catholic women in spiritual and social initiatives, identify outreach opportunities and provide the parish with required help and support.

BOARD MEMBERS: Officers and Committee Chairpersons.

OFFICERS: President, Vice-President, Secretary and Treasurer. (One-year term)

COMMITTEES: Program Committee and Nomination Committee.

PROCEDURES:

- Conduct monthly general meetings September through May.
- Present monthly programs that are Catholic faith/spiritually centric, social or educational at general meetings.
- Conduct financial audit of Treasurer's records prior to the start of the new year.
- Conduct annual elections.
- Newly elected Board members will review and revise guidelines accordingly.

ROLES AND RESPONSIBILITIES:

PRESIDENT – Preside over Board and general meetings. Meet with Pastor annually to review/coordinate the WOTC's activities. Serve as the official spokesperson for WOTC and act as a liaison for the Parish.

VICE PRESIDENT – Preside over Board and general meetings in the absence of the President. Assist President and other Board members with meeting and/or function preparation.

SECRETARY – Record minutes from Board and general meetings. Post minutes of general meetings in draft and final revisions to the Church website. Provide copy of minutes of Board and general meetings to President, Vice President and Treasurer. Maintain current record of members contact information. Maintain social media presence for the Women's organization on the Parish website.

TREASURER – Collect donations. Read the treasury report at Board and general meetings. Collect sign in sheet and provide name tags to members. Monies collected from events will be counted by Treasurer and a Board Member/Event Coordinator. Provide financial records for audit that will be conducted by one board member and one general member prior to new officer induction. Disperse funds to charitable works or needs of the Parish as identified and voted on by the general membership of WOTC.

NOMINATION COMMITTEE – Present a slate of candidates to be voted on and confirmed at the December meeting. Officers will be officially presented and installed at the January meeting.

PROGRAM COMMITTEE – Arrange monthly programs for general meetings. Advertise general membership meetings and events in the church bulletin and for announcements at mass as needed. If speaker is scheduled, the Committee will contact the speaker to confirm engagement ten days in advance. Welcome the speaker at the general meeting as well as sending a Thank You card from the Women’s organization. Advertise for special fundraisers/events to other Catholic churches, along with articles for the newspaper and/or radio as necessary.

REFRESHMENT CHAIRPERSON – Coordinate refreshments to be served at each general meeting.

GUIDELINES REVIEWED AND APPROVED ON JANUARY 22, 2020.

Patsy Harran, President

Cheryl Partyka, Vice President

Cheryl Homan, Secretary

Diana Conti, Treasurer