

WOMEN OF TRANSFIGURATION CATHOLIC CHURCH GUIDELINES

Mission Statement

- Unite Transfiguration of Jesus Catholic women in spiritual, charitable, and fraternal initiatives
- Provide others in the parish with help and support as needed

Objectives

- Conduct monthly meetings from September through May
- Use the monthly programs to support the missions of spiritual, charity, and fraternity
- Conduct a financial audit of the Treasurer's records at the end of the calendar year.
- Conduct annual elections
- Annually review and revise, if necessary, these guidelines

Officers' Roles, Responsibilities and Terms of Office

Officers will serve a term of one calendar year (January-December) with an option of standing for reelection once. Officers will not serve more than two consecutive years unless at least a year has passed since last holding office.

President

- Preside over Board and general meetings
- Meet with Pastor annually to review/coordinate WOTC's activities.
- Serve as official spokesperson for WOTC and act as liaison with 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 function preparation

Secretary

- Record minutes from Board and general meetings for review by the President and release to the membership
- Prepare items for review by the President and release to the Church website and the bulletin
- Maintain and update record of members and their contact information; distribute changes to the Board and general membership
- Collect sign in sheet

Treasurer

- Present a treasury report at Board and general meetings
- In conjunction with a Board Member and Event Coordinator, count monies from events
- Collect and tally any donations
- Provide financial records for an annual audit. The audit will be conducted by one Board Member and one non-board member before the end of the calendar year.
- Disperse funds to charitable works or needs of the Parish as identified and approved by the general membership of WOTC

SUPPORTING ENTITIES

Nomination Committee

- September:--Establish a nomination committee (Doesn't matter how;let Board decide)
- October: The committee will present to the membership a slate of candidates for the offices of President, Vice President, Secretary, and Treasurer to be voted on either electronically or by paper ballot before November meeting(not everyone is comfortable with voting by computer; need the paper option)
- November: Report results of vote to membership
- December: Arrange for installation of newly elected officers

Program Committee

- Develop a list of monthly programs taking into account programs in support of the mission of WOTC
- Publish information on general membership meetings and events in the church bulletin
- Draft announcements for presentation at Mass, as needed
- For a scheduled speaker, coordinate date and time. Confirm with speaker at least 10 days in advance
- Welcome the speaker and introduce him/her at the general meeting
- Send a thank you card from WOTC
- Publicize special fundraisers or events to other Catholic churches,
- Consider submitting an article on the event to the local newspaper or radio

REFRESHMENT CHAIR

- Coordinate refreshments to be available at each general meeting by soliciting volunteers. Refreshments should be simple as meetings are after breakfast and before lunch i.e. breakfast breads, muffins, rolls, tea, water, coffee, etc)
- Solicit volunteers to help with setup and clean up.

HISTORIAN

- Record with pictures and narrative the activities and events sponsored by the WOTC
- Maintain a picture album of events

These guidelines were reviewed and approved by the general membership on 1/15/22