

College Station Noon Lions Club Committee Descriptions

Standing Committees

Administrative Committees

Awards and Recognition: This committee will review and recommend to the Board opportunities to recognize Club members for their contributions to the Club, community, and Lionism. This recognition will range from individual awards to recognition for the entire club.

Action Item:

Constitution and Bylaws: This committee serves as an advisory committee to the Board of Directors. Its duties are largely interpretive in nature. The committee members should be experienced in Club or organizational procedures and be knowledgeable of the *International and Standard Form: Lions Club Constitution and Bylaws*. This committee acts when called upon by the Board. It also should review the Club's Constitution and Bylaws on an annual basis to ensure compliance with any changes made by Lions Club International and bring any suggested changes before the Club.

Action Item:

Zone & District Involvement: This committee works with the board and the District Governor or Zone Chair to fulfill the club's duties when the club hosts a zone, district, multi-district or international meetings and functions. The committee is encouraged to seek out these opportunities, encourage attendance by club members, and report back to the membership on the events.

Action Item:

Finance & Budget Committee: This committee is responsible for developing and drafting the proposed budget for the upcoming fiscal year (July-June). The committee should solicit input from the Treasurer and appropriate Committee chairs to develop realistic budget figures. The initial budget should be developed and presented to the Board at the May Board meeting. The Board should review, modify, and adopt the budget at the June Board Meeting.

Action Item:

International Relations: The committee supports activities that will involve the Club in creating and fostering a spirit of understanding among the peoples of the world. It assists the club in maintaining relations with twin Lions clubs. It also consults the district governor and/or district international relations chairman and cooperates in any district goal or project of an international nature.

Action Item:

Membership: This committee is charged with assessing and fostering recruitment and retention. This committee should regularly solicit input from members to determine their motives and desires for joining our Club. This input should be used to bolster the recruitment process. The

committee should also interview members who are behind in dues or who resign to determine why members leave. This committee is also responsible for organizing New Member Orientations as appropriate. Membership of the committee is set out in the club's Constitution and Bylaws.

Action Item:

Project Committees

Christmas Trees: As a major fundraising activity, the annual Christmas tree sales project touches all members of the Club. This committee will plan and coordinate this event in such a way as to maximize the involvement of the membership and raise funds to meet the budget expectations of the Club.

Action Item:

Concession Stand: Traditionally this committee has been charged with working closely with Texas A&M University to promote the success of concession stand sales at TAMU football games. After completing the 2013-2014 commitment to TAMU, this committee should investigate opportunities for concession sales at other events and venues.

Action Item:

4th of July: As a community service project, the annual 4th of July celebration is our Club's largest undertaking. This committee will plan and coordinate the event with local governmental agencies, as well as, other organizations that may be involved. Historically, close coordination with Texas A&M University and the George Bush Presidential Library and Museum has been critical. The committee is also responsible for identifying the outside funding needed for the event and securing it.

Action Item:

Youth Outreach: This committee is charged with encouraging local youth to participate in the Lions Speech, Poster, and other youth contests. It is responsible for the sponsorship of the Leo Club at A&M Consolidated High School. This committee will also coordinate any other club projects for youth.

Action Item:

Service Committees

Texas Lions Camp: This committee plans and implements projects that strengthen the relationship between our Club and the Texas Lions Camp. The committee works to identify individuals to attend camp sessions and help them attend the camp. The committee should identify and facilitate activities and/or trips that support the Camp. The committee should work closely with zone, region, and district representatives to the Lions Camp and will keep the club active in the operations and activities of the Camp.

Action Item:

Community Service: Our Club's mission is to serve the community. This committee coordinates service projects that respond to the needs of our local community by providing hands-on involvement and/or organizational skills. This committee will review all suggestions from Lions, and requests made by community organizations, for volunteer assistance before submission to the Board and Club for approval. Members of the committee will coordinate the club's involvement in any projects.

Action Item:

Project/Funding Request Screening: This committee will review all requests for financial assistance for or by community organizations to determine if granting all or part of a request is an appropriate response to the needs of our local community and is a good use of Lions resources. The committee should act before submission to the Board and Club for approval.

Action Item:

Health & Wellness: This committee is responsible for the club's activities as "Knights of the Blind." The committee also promotes good health to prevent illness and detection of symptoms of disability or disease before they develop into more serious stages. This committee should work in conjunction with similar committees for District 2S5 and those at the state and national levels. Lions International provides resources that can be used at the Club level to complete these tasks.

The Sight and Hearing Conservation subcommittee is actively involved in eyeglass recycling, eye exams, and other vision-related activities and should seek to involve Club members. The Diabetes Awareness subcommittee should be aware of the needs of diabetics in the community and determine how the Club can best meet these needs.

Action Item:

Communications Committees

Attendance and Greeter: This committee will assist the Lion Tamer to welcome club members and visitors to meetings and record attendance.

Action Item:

Food and Social: This committee will plan, organize, and conduct social functions of the Club. This includes planning the annual Christmas Party, assisting with the Tail Twister Party, and organizing any special social meetings. The committee will also assist the Programs Committee with alternative arrangements when the Hilton is not available for regular noon meetings.

Action Item:

Internal Club Communications: Information about club events and projects, as well as the business of the club, should still be available to all members whether or not they attend meetings. The focus of this committee is to disseminate important club information to members.

Action Item:

Programs: This committee schedules and provides speakers and entertainment for the club's regular meetings. It plans well in advance to provide programs of interest to the Club members.

The program committee should schedule at least 3 programs each year that focus on aspects of Lionism. The program for each upcoming month should be provided to the Secretary before the monthly Board meeting.

Action Item:

Public Relations: This committee will concern itself with promotion of the club to the general public. It shall devise and develop ways and means to provide timely information to the community about the Club's past, current, and future projects through all possible available media. The Chairperson of this committee should be familiar with Lions Club Internationals' *Club Public Relations Chairman's Guide* and use this guide to complete the functions of the committee.

Action Item:

Special Committees

Fundraiser Review: This committee will review the current projects and activities that raise funds for the various projects, charities, and functions supported by the Club. The committee is encouraged to bring new fundraising ideas before the Club, particularly those fundraisers that have been successful for other Lions Clubs or that are not being done by others in the community.

Action Item:

Committees for Specific Fundraisers: Specific committees will be organized as needed to plan and implement individual fundraisers like Honoring Our Heroes Dinner or the bike ride.