

Wilton Woman's Club Committee Descriptions 2011 - 2012

Fashion for FUNdraising

Mission: To raise money for and awareness about local agencies supporting women, families, and education by hosting a fashion show luncheon, with accompanying silent auction and basket drawing. *Participation is part of membership requirements.*

Time Commitment:

- Once a month, starting in late fall, and continuing up to the time of the show in April
- Each committee also puts in time as needed to fulfill their roles

Philanthropy

Mission: To select community agencies as recipients of Wilton Woman's Club fundraiser proceeds

Volunteer Roles: Volunteers research local non-profit organizations and collaboratively decide which to recommend to the club as grant recipients

Time Commitment:

- 4-6 hours of committee meetings
- 1-2 hours of individual organization site visit(s)

Community Service

Mission: To provide volunteer service in the community for seniors, the housebound, high school students in need, and other residents as needed

Volunteer Roles:

- Making or serving the senior lunch at Ogden House
- Collecting and delivering gifts for and running senior bingo
- Preparing meals for the housebound at Thanksgiving and Christmas
- Collecting gifts or other items for those in need during the holidays
- Maintaining and general upkeep of the Adopt-A-Spot
- As needed: staffing flu clinics and blood drives

Time Commitment:

- Ogden House: cooking or serving once a month
- Senior Bingo: 6 times a year
- Thanksgiving and Christmas meals: several hours of preparation
- Holiday gift collection: 2-3 hours
- Blood Drive/Flu Clinic: working a shift
- Conservation/Adopt-A-Spot: one hour per month

PROMises (considered part of community service)

Mission: WWC members collaborate with high school students who reside in Wilton to collect gently used evening dresses and accessories for young women who want to attend their school proms, but do not have the funds or ability to otherwise purchase a special dress.

Volunteer Roles:

- Oversee and help student volunteers
- Publicize the collections within Wilton, Westport, Ridgefield and New Canaan communities
- Collect, organize and store the gowns and accessories at Storage Deluxe
- Hold Bake Sale to offset costs (Spring)
- Assist at the *Prom Dress Expo* held at St. John's Episcopal Church, Bridgeport, CT (April)

Time Commitment:

- January – April
- One planning meeting at Comstock Community Center
- One Saturday morning collection (9 a.m. – 1 p.m.) in one of the 4 area towns (February-March)
- Specific hours related to volunteer roles described above

Hospitality

Mission: Our mission is to create a warm and inviting atmosphere for our members at all WWC meetings, to help stimulate good discussion, focus on initiatives and renew our bonds of friendship.

Volunteer Roles:

- Organize all food, beverage, service ware and table setting needs for each meeting, with assistance from member volunteers.
- Contact members to confirm availability for preparing baked goods or fresh fruit for the pending meeting, set up ample tables and chairs at Trackside, design appropriate seasonal table settings, prepare coffee urns, maintain the club's table cloths, paper and dry goods, and purchase any coffee/tea service items and any paper goods necessary within our designated budget.

Time Commitment:

- Approximately 3 hours per meeting of coordinating volunteers, purchasing necessary goods, creating centerpieces and completing table set-ups.

Membership

Mission: To maintain and nurture existing members, boost membership, and promote the club within the community

Volunteer Roles:

- Serve as mentors for new members
- Help host member coffees
- Provide rides to meetings for senior members and others who cannot drive
- Assist with some administrative functions such as mailings
- Assist with community outreach programs to build awareness

Time Commitment:

- Flexible – as little or as much time as you would like to contribute

Programs

Mission: To plan for and manage five programs for the general membership to enjoy

Volunteer Roles:

- Create topics to reflect membership interests
- Contact speakers and secure the necessary arrangements in advance of the meeting
- Provide information to publicize the programs in Apropos and the Evite
- Introduce speakers/topics at the general membership meetings

Time Commitment:

- Approximately 20 – 25 hours

Nominating

Mission: To present annually to the board a slate of officers containing one name for each office to be filled

Volunteer Roles: Determine a list of candidates, contact club members, and present the slate at May's Installation meeting. The Nominating Committee shall be comprised of 5 members: 2 representatives from Community Service (including 1 from the fashion show committee), 1 from Membership, 1 from Philanthropy, and a chairperson, who meets with and reports to the Executive Board as needed. If no one signs up to serve on Nominating, volunteers will be chosen from these committees in the fall.

Time Commitment: Meet monthly starting in February (2-3 meetings total)

Communications

Mission: To keep members and our community informed about club activities

Volunteer Roles:

- Yearbook
- Monthly newsletter
- Publicity

Time Commitment:

- Yearbook: During the summer, updating information for the yearbook
- Monthly newsletter: Monthly, gathering news items, posting the newsletter on the web, and sending to members
- Publicity: As needed for various club events

Activity and Social Groups

You are welcome to join fellow members in these long-standing social groups or you can form new ones (ie, cooking classes, NYC trips, progressive dinners) if the meeting times or themes don't work for you. If you are interested in starting a new group, please indicate this on your renewal form along with the names of other members who might join you. Please note participation in these groups does not count towards your membership requirement.

Book Group: Read books selected by the group and share views and insights with members in a social setting. Books may be current or classic, depending on the recommendations of the group.

Time Commitment:

- The third Monday of each month (September to June) 2-4 PM
- Each member is asked to host/lead discussion for one session

Bridge: This group meets during the day on the second Thursday of each month to play bridge. Choose to be a regular or a sub.

Gourmet Group: This fun, relaxed group brings members and their spouses together in a social situation over some good food. There is an annual fee of \$7.50/person. Additional fees are assessed per event. Food preparation is required, but it is not necessarily "gourmet".

Time Commitment:

- The group holds 3 or 4 events a year.
- Each member must serve on the planning committee for one event

International Group: The International group uses the Foreign Policy Association's Great Decisions curriculum to study current topics in foreign policy. **Great Decisions**, the centerpiece of the longest-running civic education program in the United States devoted to foreign affairs, empowers readers to discuss global issues shaping U.S. foreign policy and the world. The briefing book provides historical background, current U.S. policy and alternative policy options, informative maps and detailed graphs, suggested readings and resources, as well as opinion ballots for each topic.

Time Commitment:

- The group meets the fourth Wednesday of each month at 11:15 in member's homes. The meeting lasts for about two hours.