

COMMITTEE SIGNUP 2026-2027

A friendly reminder that as a member of the Manchester Woman's Club it is expected that you will participate in Committees which in turn helps the overall operation and success of the Club. For more detail about each Committee, check out <https://www.manchesterwomansclub.org/committees>

Please consider signing up for one or more Committees in the new fiscal year which begins in May. Put a check mark in front of the Committee(s) for which you are volunteering. Already on a Committee and want to continue? Place a mark in front of that Committee. Return completed form to Joanne Donnelly or Valerie McAskill prior to the May annual meeting. Thank you.

Your name: _____

Annual Meeting & Luncheon

Plan, invite, collect monies, execute luncheon on the third Tuesday in May to cap off the year. [3 to 5 members]

Club Trip [formerly Fall Trip]

Time sensitive: Plan & organize a members-only trip; venue identified prior to **August 1** for inclusion in Club Yearbook. [3 to 5 members]

Communications

Maintains database of members, emails reminders of meetings, creates name tags. Responsible for Club's website, social media account, yearbook, publicity, marketing, public relations. Works with other Committees needing marketing copy, fliers, members mailings, and return labels. [3 to 5 members]

Community Service

One-day flower delivery in Spring to bring cheer to women in nursing homes or who are homebound. Coordinates with Council on Aging for help with names. [9 members]

Flowers & Goodwill

Concern for ill or hospitalized members expressed with flowers, plants, cards, food as appropriate for the situation. Contribution (\$50) sent upon death of spouse or immediate family member. [4 members]

Festive Program / Friendship Tree

Plan and execute tree lighting program Sunday, December 6, 2026, 3:30 p.m.; coordination required with several Town organizations, MERHS, includes several Club Committees --Sponsor-A-Bulb, Cocoa, Greens decorations, Mrs. Claus. [1 Program Chair; many members for various subcommittees]

Hospitality

Oversees the kitchen for all members meetings; purchases supplies; cleanup [3 members]

Hostesses [Circle date]

Time sensitive: Prior to **August 1**, identify 2 to 3 volunteers to coordinate finger or tea sandwiches, desserts, table centerpieces, napkins, plates for each members meeting **October 20, November 17, February 16, March 16, April 20**. Works with Hospitality and consults Program Committee regarding room setup; prepares and submits room diagram to facilities' coordinator at First Parish Church, Nancy Klebart.

Membership / Standing Committee [ARTICLE III, Section 1 & ARTICLE VII, Sections 4, 5 and 7]

Promotes the Club and encourages membership. [Chair chosen from among the Directors; includes 1 to 2 additional members]

Program

Time sensitive; annual budget approx. \$1500; apply Mass Cultural Council grant as appropriate. Programs need to be scheduled and confirmed for the Club year by **August 1**. Programs needed for October, November, February, March, April meetings. Responsible for scheduling, arranging, contracting with presenters, paying presenters, assuring necessary equipment available for presentation, and introducing presenter. Works with President, Hospitality, and Hostesses regarding arrangement of tables, needs of presenter. [5 members]

Publicity / Standing Committee [ARTICLE VII, Sections 4 and 5]

Writes and submits press releases regarding members meeting time/date, any other publicity about the Club to appropriate venues.

Special Gifts

Scholarship Fundraiser. In October, writes, prints, and mails letter to members soliciting donations; assists with planning and executing the September auction, proceeds of which go toward Scholarship Fund. [3 members]

VNA Liaison

Maintains the more than 100-year relationship between MWC and the first Visiting Nurse Agency of VNA Care. [1 - 3 members]

Ways & Means / Standing Committee [ARTICLE VII, Sections 4 and 5]

Responsible for raising operating funds of the Club usually through one large event or several smaller events. [2 VP's are co-chairs; 12 to 15 members]

Yearbook

Time sensitive; Gathers information for and produces yearbook before first Board meeting in September. Distributes yearbook at September & October members' meetings. Attention to detail is crucial, good proofreading skills mandatory. [2 to 3 members]

Nominating

Prepares list of **Officers, Directors, Nominating, Scholarship and Auditor** for vote at annual meeting. Three members, one of whom rotates off at end of each year; **replacement selected by Nominating Committee**. See **ARTICLE VI. Nominations and Elections, Section 1**.

Scholarship / Standing Committee [ARTICLE VII, Sections 4, 5 and 6]

Works with MERHS Guidance Department February through April. See **ARTICLE VII, Section 6**: Three members serve for 3-years; one member retires annually after school graduation; replaced by one **new member selected by Nominating** and voted on at annual meeting.

April 2026