

ARTICLE VII

Standing Committees

Section 1. The President shall appoint Standing Committee Chair-persons as soon as possible after taking office from the ranks of the Board Members. The Committee Chair people will be responsible for recruiting from the membership individuals to be in charge of or be members of the sub-committees. The Committee must render approval by the President and/or the Board of Directors.

Section 2. Standing Committees and their duties. There shall be four Standing Committees; Membership and Club Promotion, Communications, Education, and Club Assets. These Committees shall be comprised of appropriate and necessary sub-committees. Board members may be members of multiple committees, however they may only serve as the Committee Chair to one Standing Committee. With the approval of the President and/or Board two Board Members may serve as Co-Chairs of a Standing Committee.

STANDING COMMITTEES

1. MEMBERSHIP AND CLUB PROMOTION – The Membership and Club Promotion Committee shall be responsible for maintaining club membership information, insuring a welcoming atmosphere during club meetings and at club events, and maintaining special communications with club members and potential club members. The responsibilities of this committee shall include but may not be limited to the following responsibilities:
 - a. Membership
 1. Membership Elections
 - a. Club member not seeking office will be sought to chair and organize elections
 - i. Open nominations
 - ii. Advertise elections
 1. Newsletter
 2. Make announcements during General Club Meeting
 3. Website calendar
 - iii. Create and distribute ballots
 - iv. Count ballots, recruiting assistants if necessary
 - v. Report election results
 2. Membership Roster
 - a. Keep the membership list current
 - b. Make current list available monthly for the purpose of sending newsletter out to members.
 - c. Organize Printing of Membership Roster Annually
 - d. Prepare and submit a budget
 - e. Current roster to be printed annually in February

- b. Courtesy and Hospitality
 - 1. Greeters at meetings
 - 2. New Member Liaison
 - a. New Member Packet
 - i. Prepare and submit a budget
 - ii. Update as needed
 - 3. Tour of club
 - c. Club Events
 - 1. Spring Picnic
 - a. Prepare and submit a budget
 - b. Set date and reserve venue
 - c. Advertise to membership – signup sheets/newsletter/website
 - d. Order/purchase – fried chicken/table service/drinks
 - e. Seek out and collect door prizes
 - f. Organize assistance for set up and clean up
 - 2. December Ornament Exchange
 - a. Organize ornament exchange
 - b. Order celebratory cake for event
 - d. Donuts and Coffee
 - 1. Order and pick up donuts for meetings (Walmart – best value as of 2/2015)
 - e. Special Club Communications – Send cards as needed to membership
 - 1. Get Well
 - 2. Sympathy
 - f. Fundraising
 - 1. Seek sponsors for Fall Show
 - 2. Seek sponsors for Doane
2. COMMUNICATIONS – The Communications Committee shall be responsible for disseminating information to the Mid-American Woodcarving Association, Inc. members through the use of a club newsletter, a club website and a website for the MAWA Woodcarving Experience. The responsibilities of this committee shall include but may not be limited to the following responsibilities:
- a. Newsletter Editor
 - 1. Newsletter submissions
 - 2. Publish newsletter
 - b. Website Editor
 - 1. Club Website
 - a. Maintain website
 - b. Keep current listings of dates/officers/events/photos/etc.
 - 2. MAWA Woodcarving Experience Website
 - a. Maintain website

- b. Keep current listings of dates/classes/instructor info/photos/etc.
 - c. Social Media – maintain club presence in Social Media
 - 1. Online community calendars
 - 2. Online woodcarver magazine/website/association calendars
- 3. EDUCATION - The Education Committee shall be responsible for recruiting instructors and organizing workshops to promote multiple styles of woodcarving and further the education of members in regards to woodcarving and related subjects. The responsibilities of this committee shall include but may not be limited to the following responsibilities:
 - a. Meeting workshops
 - 1. Organize bi-monthly workshops
 - 2. Submit schedule to Newsletter Editor and Website Editor (3 month lead time)
 - 3. Organize guest carver workshops
- 4. CLUB ASSETS - The Club Assets Committee shall be responsible for taking an annual inventory and maintaining a current inventory of all items owned by the Mid-America Woodcarvers Association, Inc. They shall prepare a categorized and current data base that can be stored and accessed on the club's Board Member Area on the club website. The responsibilities of this committee shall include but may not be limited to the following responsibilities:
 - a. Club Possessions - Maintain current inventory
 - 1. Trailer and contents
 - 2. Back Storage room contents
 - 3. Library Storage contents
 - 4. Club Library
 - a. Maintain club library
 - b. Keep book inventory current
 - c. Send out overdue notices and pursue recovery of books
 - b. Tool Sales
 - 1. Create and maintain a current inventory
 - 2. Organize sale of tools at meetings
 - 3. Create tool orders when needed and submit to Treasurer
 - c. Club History
 - 1. Organize and maintain all relevant club historical documents
 - 2. Organize conversion to digital media of club historical documents