



Job Responsibilities Addendum - Ad Hoc Committees

The following apply to all Ad Hoc Committees:

1. All Ad Hoc Committees are appointed by the Executive Board to fulfill specific, one-time needs of the Club.
2. Ad Hoc Committees are not part of the Club's General Board and therefore do not have a vote on issues where a General Board vote is required.
3. The Executive Board will discharge any Ad Hoc Committee upon completion of the Committee's assigned task or as otherwise deemed appropriate by the Executive Board.
4. Ad Hoc Committees may recruit and/or coordinate as many subcommittees as needed to fulfill the responsibilities of each position.
5. Upon dissolution of the Ad Hoc Committee by the Executive Board, the Ad Hoc Committee Chair should submit all documents, minutes, and files to the Executive Board for retention.

In addition to the above duties, the responsibilities for each of the positions are outlined on the following page(s).

Audit Committee – Members of the Audit Committee are appointed by the Executive Board.

1. Meets and selects a Committee Chairperson.
2. Receives the Club's financial records from the Treasurer.
3. Reviews the Club's financial records.
4. Prepares and presents a report of the audit to the Executive Board per ARTICLE XII Section 6.
5. Presents a report to the General Membership at the next General Business Meeting.

Bylaws Committee – Members of the Bylaws Committee are appointed by the Executive Board.

1. Meets and selects a Committee Chairperson and a Secretary.
2. Solicits revisions and additions for the Bylaws and Job Responsibilities Addenda from the General Membership. Encourages Club members to complete and submit same using the most current Bylaws Suggestion form. When this Committee is in operation, the Club's email, bylaws@carynewcomers.com, will forward to the Committee's Chairperson. When the Committee is not in operation, this email will forward to the Club's Parliamentarian.
3. Reviews and recommends revisions and additions to the Club's Bylaws and all Job Responsibilities Addenda.
4. Presents recommendations for any revisions or additions to the Bylaws to the Executive Board for approval. Once the Executive Board approves the proposed changes, the Executive Board will forward the recommendations to the full General Board for approval. Once approved by the General Board, the proposed revised Bylaws will be sent to the General Membership for review and voting per the Club's Bylaws, Article XIII, Section 4.
5. Presents recommendations to the Executive Board for revisions or additions to the Job Responsibilities Addenda for the Executive Board, Standing Committees, or Ad Hoc Committees for consideration and approval per the Club's Bylaws, ARTICLE XIII Section 5.

Finance Committee – The Finance Committee shall be composed of an odd number of at least five members, including the incoming Treasurer, the outgoing Treasurer, and the incoming President. The remainder of the Committee shall be comprised of members-at-large appointed to the Committee by the current Executive Board.

1. Meets and selects a Committee Chairperson.
2. Prepares and presents a proposed Funds Allocation Report to the General Board for approval per ARTICLE XII Section 2.
3. Presents the approved Funds Allocation Report to the General Membership at the next General Business Meeting for approval.

Nominating Committee – Members of the Nominating Committee are appointed by the Executive Board.

1. Meets and selects a Committee Chairperson.
2. Solicits nominations for the Executive Board positions from the General Membership. Refer to ARTICLE VII of Club's Bylaws for criteria.

3. Ensures that any potential nominee has read and understands the JRAs for not only her prospective job but also those of all General Board members.
4. After receiving permission from each nominee, selects one nominee for each Executive Board position.
5. Prepares a single slate of nominees to serve on the Executive Board. Refer to ARTICLE VI Sections 2 & 3 of the Club's Bylaws for criteria.
5. Presents slate of nominees to the General Membership one month prior to elections.