

CLUB MANAGEMENT COMMITTEES – Supervised by President

2016-17

Sign up as Chairperson or as committee member – **DO NOT** add more spots than what is noted under each committee. Chairman must submit volunteer sign-up sheet 2 months before event/activity. Thank you notes should be sent out by Chairman when appropriate. **When reimbursement is requested, paperwork/receipts MUST be submitted to Treasurer within 2 weeks from date of activity/fundraiser.**

FINANCE, AUDIT AND BUDGET COMMITTEE

Plan club budget in Feb/March of each year.

Audit accounts once a year.

CHAIR _____

2. Mike Vraniak

3. Marie Madigan

4. Julie Hellenbrand

5. Perry Haugen

MEMBERSHIP COMMITTEE

Inspire members and organize membership recruitment events.

CHAIR Bryan Addison

2. Mike Vraniak

3. _____

WLF REPRESENTATIVE

Liaison between club and Wisconsin Lions Foundation. Inform members of WLF events/programs

CHAIR Barb Hennings

PUBLIC RELATIONS COMMITTEE

Incorporates all of the duties below.

- Maintain website
- Maintain facebook page
- photographer
- Write articles and submit to newspaper, etc.
- Maintain/update yearbook

CHAIR Nellie Vallarta-Ast

2. Mary Federer

3. Sandy Harrison

4. _____

PROGRAM COMMITTEE

Schedule and plan nine(9) programs throughout the year. Each committee member sets up one program. Introduce speaker(s) at club meeting.

CHAIR Faith Thomas

2. Lynn Manthe

3. Ben August

4. Marie Madigan

5. _____

6. _____

7. _____

8. _____

9. _____

NOMINATION COMMITTEE

Chaired by past president. Recruit and present club officers to BOD in March and to club members in April.

CHAIR Past President

2. _____

CHRISTMAS DINNER COMMITTEE

Arrange location, catering and activities for yearly club dinner.

CHAIR Faith Thomas

2. Donna Nelson

CONSTITUTION/BYLAWS COMMITTEE

Update and post constitution and by-laws yearly. Documents are presented to club in final form by July 1st of each year.

CHAIR Current President

Remainder of committee made up of BOD.

AWARDS COMMITTEE

Compile and present all club awards.

CHAIR Past President

2. Current President

3. Current Secretary

COMMUNITY SERVICE COMMITTEES – Supervised by President

2016-17

Sign up as Chairperson or as committee member – **DO NOT** add more spots than what is noted under each committee. Chairman must submit volunteer sign-up sheet 2 months before event/activity. Thank you notes should be sent out by Chairman when appropriate. **When reimbursement is requested, paperwork/receipts MUST be submitted to Treasurer within 2 weeks from date of activity/fundraiser.**

ROADSIDE CLEAN-UP COMMITTEE

Arrange roadside clean-up with proper authorities.
Maintain materials needed to complete clean-up.

CHAIR Joleen August
2. Ben August

MEALS ON WHEELS

Contact person for club. Set up schedule of volunteers on yearly basis.

CHAIR Tara Vraniak

VISION SCREENING

Set up daycare screenings. Maintain list of registered volunteers and acquire equipment for screening.

CHAIR Nellie Vallarta-Ast

EYE TRANSPORT

Contact person for Waunakee Lions and Lions Eye Bank. Maintain list of TCL club transport volunteers.

CHAIR Mike Vraniak

SUNSHINE PLACE MEAL COMMITTEE

Organize date of event, compile volunteers and purchase food items for meal.

CHAIR Faith Thomas
2. Donna Nelson
3. Ben August

DEFOREST LIBRARY GARDEN COMMITTEE

Obtain necessary permits. Maintain list and schedule of volunteers and hours worked. Plant, weed, prune and water landscape as needed.

CHAIR Mary Federer
2. Lynn Manthe
3. Nellie Vallarta-Ast
4. Nancy Schoenmann

EYEGLOSS COLLECTION COMMITTEE

Distribute and pick-up eye glass containers as needed.

CHAIR Julie Hellenbrand
2. Mike Vraniak

DIABETES

Contact person between club, district and Lions International. Inform club of activities/events.

CHAIR Kim Fredenberg

SALVATION ARMY BELL RINGING

Set up dates for bell ringing with Salvation Army. Recruit volunteers.

CHAIR Kim Fredenberg

TOUR DE CURE

Contact person between club and TDC sponsor. Set up schedule for TCL club volunteers.

CHAIR Perry Haugen

SCHOLARSHIP COMMITTEE

Distribute scholarship applications to DHS and SPHS. Meet yearly to selection recipients. Present checks at school's scholarship night.

CHAIR Tara Vraniak
2. Lisa Ostrem
3. Nick Gunderson
4. Marie Madigan

FUNDRAISING COMMITTEES – Supervised by 1st Vice President

2016-17

Sign up as Chairperson or as committee member – **DO NOT** add more spots than what is noted under each committee. Chairman must submit volunteer sign-up sheet 2 months before event/activity. Thank you notes should be sent out by Chairman when appropriate. **When reimbursement is requested, paperwork/receipts MUST be submitted to Treasurer within 2 weeks from date of activity/fundraiser.**

DISTRICT BOWLING TOURNAMENT COMMITTEE

Submits entry on district ballot and ad for flyer.
Arranges for co-host lion club if needed. Schedules volunteers and teams.

CHAIR _____ Bryan Addison _____
2. _____ Mike Vraniak _____

COOKIE FEST COMMITTEE

Set up cookie volunteers two months before event.
Maintain supplies for cookie sale.

CHAIR _____ Faith Thomas _____
2. _____ Ben August _____

4th OF JULY PARADE COMMITTEE

Set up meetings with local participants/volunteers.
Obtain proper permits as needed, supplies, traffic, signage, merchandise and sponsors.
Incorporate subcommittees.

- Merchandise
- Sales – Ads
- Food sales

CHAIR _____ Julie Hellenbrand _____
2. _____ Faith Thomas _____
3. _____ Manuel Molinares _____
4. _____ Liz Molinares _____

FUNDRAISING/COMMUNITY SERVICE

EASTER EGG HUNT COMMITTEE

Set date, purchase candy and prizes. Arrange for volunteers.

CHAIR _____ Sandy Harrison _____
2. _____

RAFFLE COMMITTEE

Obtain proper permit. Selects date(s), print raffle tickets and distribute to club members.

CHAIR _____ Bryan Addison _____
2. _____

FOOD SALES COMMITTEE

Obtain proper permits. Set-up dates for events and volunteer schedules. Maintain and replenish supplies.

CHAIR _____ Mike Vraniak _____
2. _____ Nellie Vallarta-Ast _____
3. _____

MADISON FESTIVAL COMMITTEE

Contact person between Madison Festival and TCL Club. Inform and instruct members on when and how to volunteer.

CHAIR _____ Marie Madigan _____