

GUIDELINES FOR COMMITTEES

The purpose of committee meetings is to review procedures and programs of the United States Women of Today, and to make recommendations for additions or changes; this includes changes to bylaws and policies. Any member in good standing may serve on a committee.

- Chairman shall have approximately 10 copies of a prepared agenda for the committee meeting.
- Chairman shall have 5 copies each of the two (2) previous committee meeting minutes for reference.
- Chairman shall appoint a Secretary.
- Chairman shall have a sign in sheet for attendees to write their Name- Chapter- State- Email.
- DUE TO TIME LIMITS! Chairman should start on time and keep the committee meeting moving in a timely manner.
- Any Bylaw and Policy changes should be submitted to the USWT Parliamentarian before the Bylaw Review Committee meets, or ASAP.
- Chairman should fill out a Synopsis Form after the meeting to use for her/his report at other committee meetings and at business meetings.
- Minutes of the committee meeting must be typed and submitted to the USWT President, USWT Chairman of the Board, USWT Secretary, Webmaster and attendees of the committee meeting within 30 days.
- Chairman, within 30 days, should follow through with committee members/attendees to check on their progress if applicable.
- Chairman should keep a hard copy of agendas, minutes, etc; to turn over to next Chairperson.

2012 United States Women of Today

What committee do you directly report to? Use the flow chart below.

Dues Billing	Membership	Future Directions	USWT Membership
Extensions	Membership	Future Directions	USWT Membership
Manual Review/ Programming	Bylaw Review	Future Directions	USWT Membership
Elections	Future Directions	USWT Membership	
Finance	Future Directions	USWT Membership	
Marketing	Future Directions	USWT Membership	
Bylaw Review	USWT Membership		

All committees with bylaw or policy changes submit to United States Parliamentarian!