

Functions of Committees

I. Committees: Carry out the programs and administrative functions of a group.

A. Reasons for having committees

1. "Two heads are better than one"
2. Work can be shared
3. Committee members can be actively involved and be an integral part of the team
4. Multiple skills and talents can be discovered
5. Leadership skills can be developed

B. Types of committees

1. Standing - essential for ongoing activities
2. Ad hoc or special - set up for specific job

C. Who should be a member of a committee?

1. Recruitment
 - a. Time and effort expectations should be realistic and clear
 - b. Objectives should be clearly defined and communicated
2. Qualifications needed
 - a. Interest in the committee
 - b. Ability to work with others
 - c. Ability to express and share ideas
 - d. Willingness to make time commitment
3. Considerations
 - a. Past experience
 - b. Occupation or other skills
 - c. Individual expectations and motivations

Functions of Committee Chairperson

II. Chairs of Committee

A. Who should be a committee chair?

1. Qualifications
 - a. Member in good standing.
 - b. Interest in the Friendship Force
 - c. Ability to work with others
 - d. Ability to express and share ideas
 - e. Willingness to make time commitment
 - f. Leadership ability
2. Considerations
 - a. Past experience
 - b. Occupation or other skills
 - c. Individual expectations and motivations
3. Train your chairs in the "nuts and bolts" of running a meeting. They should have:
 - a. Job description
 - b. Previous reports
 - c. Roster of committee
 - d. Organizational chart
 - e. Financial information and budget

B. A good chair should:

1. Communicate the goals to committee members
2. Be a good organizer
3. Prepare agendas for meetings
4. Encourage participation of committee members
5. Delegate responsibility and motivate members
6. Conduct effective meetings
7. Be sensitive to people's feelings and needs
8. Accept supervision
9. Communicate on behalf of the committee
10. Follow up on assignments given
11. Be able to evaluate meetings and members

C. When planning meetings the chair should:

1. Find a convenient and comfortable physical environment
2. Begin and end on time
3. Send out the agendas in advance
4. Decide who will take minutes and attendance
5. Encourage full participation of everyone
6. Decide who should attend
7. Plan the process of the agenda as well as its content
8. Be prepared!

Membership Chairperson

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Should have participated in an exchange.
3. Is capable of speaking to and answering questions from the general public and interested individuals about The Friendship Force.
4. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Compile a roster of meeting & event attendees for members and prospective members.
3. Mail out FF information or brochures to prospective members or interested individuals.
4. Send, receive, and process membership applications.
5. Interview prospective members.
6. Supply the President and Newsletter Editor with the names, addresses and telephone numbers of new members or prospective members or interested individuals.
7. Explain the ideals of The Friendship Force to prospective members.
8. At Membership Meetings, give introductory overview of FF to new members and interested individuals.
9. Give recommendations to the Board on acceptance or nonacceptance of individuals to membership in FFLK.

Public Relations Chairperson

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Should have participated in an exchange.
3. Is capable of speaking to and answering questions from the general public and interested individuals about The Friendship Force.
4. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Mail out FF information or brochures to the media.
3. Explain the ideals of The Friendship Force to the media.
4. Advertise as requested by the Board.
5. Keep the Board informed.

Activities Chairperson

Qualifications / Duties & Responsibilities

C. Qualifications

1. Must be a member in good standing.
2. Is capable of speaking to and answering questions from the general public and interested individuals about The Friendship Force.
3. Be able to work closely & effectively with FF members.

D. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Look for interesting speakers to give short relevant presentations at Membership Meetings.
3. Plan additional activities such as parties, picnics, fundraisers, etc.
4. Give recommendations to the Board.

Refreshment Chairperson

Qualifications / Duties & Responsibilities

E. Qualifications

1. Must be a member in good standing.
2. Be able to work closely & effectively with FF members.

F. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Arrive early to and leave late from Membership Meetings.
3. Set up as necessary prior to potluck.
4. Purchase supplies as needed.
5. Present an itemized list with receipts to the Treasurer for reimbursements.
6. Return the meeting place to the same or better condition than it was found before we leave.
7. See that the lights are turned off and doors locked at meeting's end.

Exchange Director

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Should have participated in an exchange.

B. Qualities

1. Be enthusiastic about the exchange and able to travel (or host) on the date specified.
2. Be able to lead and supervise volunteers.
3. Be willing to represent and speak for The Friendship Force. Have cultural understanding and friendship as the primary goal of the exchange visit.
4. Respect the fact that other cultures do not necessarily make preparations for exchanges in the same manner to which you are accustomed.
5. Be flexible, patient and understanding of other forms of leadership.

C. Responsibilities:

1. Regularly attend Membership & Board Meetings.
2. Recruit club members and members of the community to participate as Ambassadors (or Hosts). Try to have one-half of your Ambassadors or Hosts people who have not previously traveled or hosted for The Friendship Force.
3. Recruit a committee to help with the preparation of the exchange.
4. Lead workshops prior to the exchange to instruct Ambassadors (or Hosts) regarding the ideals of The Friendship Force and to inform them of details of the exchange.
5. Establish and maintain communication with your counterpart and with the Program Coordinator at FFI.
6. After recruiting your goal, lead the exchange serving as official spokesperson and coping with problems as they arise.
7. Oversee activities during the exchange.
8. Have Ambassadors (or Hosts) complete appropriate evaluation forms and prepare a final report for FFI.

Photographer

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Possess the knowledge and equipment to capture on film the activities of The Friendship Force of Louisville, KY.
3. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Regularly attend Membership meetings & FFLK events.
2. Provide the Historian / Archivist with photographs.

Nominating Chairperson

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Recruit assistants, if necessary.
2. Interview prospective nominees.
3. Present list of qualified FFLK Members to the general membership at the October meeting.

Newsletter Editor

Qualifications / Duties & Responsibilities

I. Qualifications

1. Must be a member in good standing.
2. Be able to work closely & effectively with FF members.

A. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. To the best of their ability, accurately compile and present the events, news, and important information to Friendship Force Members by:
3. Have the newsletter ready and mailed so that members receive it no later than one week prior to the General Membership Meetings.
4. If necessary enlist the help of other FFLK Members to assist as needed in:
 - a. Interviewing
 - b. Typing
 - c. Proofreading
 - d. Research
 - e. Printing
 - f. Mailing
5. Compiling a written record of expenses to present to the treasurer for reimbursement.
6. Mailing copies of the Newsletter and other informative literature as requested by the President to interested parties.
7. Maintain an accurate Newsletter Mailing List of:
 - a. Members in good standing
 - b. Selected FF Clubs - USA
 - c. Selected FF Clubs - Foreign
 - d. Selected Businesses
 - e. Temporary subscriptions to interested individuals

This is not meant to represent every eventuality, duty, or responsibility, but as a guide. Variations in personal style, equipment used, or personal capabilities influence to a great extent the look and feel of the Newsletter. All that is really necessary is commitment and hard work.

Historian / Archivist

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member in good standing.
2. Is capable of compiling and storing a written and photographic record of Friendship Force activities.
3. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Compile and store a written and photographic record of Friendship Force activities.

Telephone Chairperson

Qualifications / Duties & Responsibilities

A. Qualifications

1. Must be a member is in good standing.
2. Be able to work closely & effectively with FF members.

B. Duties & Responsibilities

1. Regularly attend Membership & Board Meetings.
2. Contact members by phone as necessary.
3. Report to the Board, Chairperson, or Officers as needed the results of telephone contacts.