

Duties of Committees

Arrangements:

- Serve as liaison between Table and Meeting Place
- Make arrangements for meeting place and luncheon
- Accept call from Telephone Chairman Thursday evening before Tuesday meeting with number of attendees
- Give a number for luncheon.
- Conduct Hour of Memory in odd numbered years

Communication:

- Committee Chairperson and Committee to call members before each meeting and ascertain number of attendees
- Chairperson report number to Arrangements Chair Thursday evening before meeting
- Chairperson gives written list of excused absentees to Secretary and Treasurer on meeting day

Constitution:

- On direction of Director, make needed changes in the Constitution and By-Laws
- Present to Table the month prior to vote
- Two thirds majority is needed to pass change

Electronic Communication:

- Maintain electronic communication and information for local Table with PARTT and Alliance

Finance:

- Prior to September meeting, set annual dues for State and local assessments
- Set fees for luncheons for the year
- Audit books annually
- Collect fees for guests and unexcused absences

Hostess:

- Arrive early on meeting day and check set-up
- Greet members and visitors
- Count attendees/give to treasurer
- Notify servers when time to serve

Membership:

- Adhere to the Constitution, Article III
- Accept names from members in writing for membership to Table
- Give members an overview of each candidate
- Prepare voting ballots for Table
- Conduct vote and announce vote to Table
- Write invitations to new members on PART stationery

Nominations:

- Adhere to Article IV of Constitution
- Meet in January to choose new slate of officers
- Announce nominees in February
- Prepare ballots to be voted on at the March meeting
- Plan an installation for the May meeting

Program:

- Be on constant vigil for programs; have a backup program ready in case of emergency
- Assist the monthly Program Committee when asked
- Announce program at each meeting

Project/Scholarship:

- Plan projects for the Table to participate
- Present to Table for vote
- Confer with Treasurer on funds
- Present Scholarship Recipient and/or Project

Publicity:

- Make photographs of outstanding events
- Release to newspaper write-ups and pictures
- Furnish Historian with pictures and published releases

Yearbook:

- Publish a new yearbook for each year
- From Director's information, type pages
- Make arrangements with someone to publish
- Distribute to members when dues are paid

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