

11/11/2019





# Agenda.

**01** Mission &  
Statement of  
Purpose

**02** Need for  
PART Mission

**03** About Us

**04** Leadership  
Responsibilities

**05** Active  
Membership

**06** Program Structure



“The mission of the Pan American Round Table of Beeville is to promote understanding and peace at home and among the peoples of the Americas through education, outreach and friendship.

---



01

# Mission & Statement of Purpose.

The Pan American Round Table, (PART), founded on October 16, 1916 in San Antonio, Texas by Florence Terry Griswold is a women's organization fostering understanding and friendship among the people of the Western Hemisphere through cultural exchange and educational initiatives. The activities that promote understanding and cultural exchange include a scholarship program and support for libraries.







02

## The Need for the PART Mission.

The Mexican Revolution in 1916 caused great hardship for women and children in Mexico and Griswold hoped to bring help to women and children through the mission of the Pan-American Round Table. As the organization expanded, The Alliance of the Pan-American Round Tables was formed in 1963 and registered as a Civil Society by the Organization of American States (OAS) in 1991. Promoting education, education, and mutual understanding remains key objectives.



# PART in Beeville: Capturing Community Spirit.





03

## About Us.

Founded in December 1963, the Pan American Round Table of Beeville held its inaugural meeting in January 1964 with 24 charter members.

Leadership Structure:

- Table Director
- First Associate Director
- Second Associate Director
- Third Associate Director
- Treasurer
- Recording Secretary

Each position carries specific duties ensuring effective organizational governance.





# Officer & Director Responsibilities.

- Director's Advisory
- Yearbook
- Membership
- Library
- Scholarship
- Historian
- Nominating







- 9





# Article VIII – Duties of Officers.

## Section 1: Director

The Director serves as the presiding officer of meetings, with the following key responsibilities:

- Manages motions, seconds, votes, and announces outcomes.
- Opens meetings, makes appointments, and calls executive meetings.
- Announces upcoming meeting details, including hostesses and program information.
- Follows the Order of Business, calling for reports from Associate Directors and committee chairs.
- Closes meetings by reciting the club motto.





# Article VIII – Duties of Officers.

- **Section 2.** In the absence of the Director, the Associate Directors, in their order, shall preside.
- **Section 3.** The first Associate Director shall assign the programs for the two-year calendar and notify those chosen to do programs, country reports and hostess duties. She is responsible for printing the two-year yearbook. She shall confer with the Chairman prior to each meeting.
- **Section 4.** The second Associate Director shall be Membership Chairman. She shall receive all applications for membership submitted by members, and shall present for membership representative, qualified women, interested in Pan American work, who have been approved by the membership committee. She shall receive all requests for leave of absence and she and her committee shall evaluate and rule on them. The second Associate Director notifies the Director and the requesting member of the status of the application. She introduces all new members to the Table.





- 1





# Leadership Roles & Responsibilities.

- Service Requirements
- Each active member serves in leadership positions on a rotating basis
- Members alternate between Program Chair and Hostess duties, typically serving one role per year.
- Regular meetings require:
  - One Program Chair who coordinates presentations
  - One Hostess who manages meeting logistics
- Special exception for December Christmas celebration
  - Three members serve as co-hostesses
- No Program Chair required





05

# Active Membership.

- All active members must attend at least three meetings a year.
- Meetings are held on the first Thursday of each month from September through May at 11:30 a.m., unless otherwise designated.
- The Christmas meeting is a social starting at 11 a.m.
- The January meeting is an informal lunch for officers and any club members who wish to attend.
- Guests may be invited for the program at 11:30 a.m. and lunch.
- An invitation will be sent to you reminding you of the meeting. Please RSVP to the hostess whether you will be attending or not. Meeting reminders are sent via invitation.



06

# Program Structure.

- Each member is assigned a country for a two-year term.
- We require each member at roll call to give a brief statement about their country. Comments can be cultural, educational, political, historical. The presentation should enhance members' understanding of the assigned nation through engaging, informative content.







**Unpack the Presentation: Q&A Session.**