

**Soroptimist International of Novato**  
**Committees Mentioned in the By-Laws**  
**Updated 8/17/22**

**Article 5 Nominating Committee:** Shall be formed in January of each year and consist of four members, one selected by the President, one selected by the Board(Madaliene Peters), and one selected by the Club, and the immediate past President, who shall serve as the Chair. <sup>1</sup>

**ARTICLE VIII: COMMITTEES**

**Section 3: Finance Committee:**

**Chair; Treasurer:** Madaliene Peters

**Committee Members:** President: Linda Witong, Vice- President; Lisa Cobb

Creates the initial Budget, then to Board Members for approval. If approved then to by the club members for approval. <sup>2</sup>

**Section 4. Membership Committee <sup>3</sup>**

**Chair:** Renee Roberts

**Section 5: Laws & Resolution Committee <sup>4</sup>**

**By Laws and Procedure:**

**Chair:** Kris Wise

**Committee:** Linda Witong

**Section 6: SIA Program Fundraising Committee <sup>5</sup>**

Shall be responsible for the promotion and support of the Soroptimist Foundation and Founder Region Fellowship and all of the Soroptimist's projects and awards sponsored by each, including, but not limited to,

**Live Your Dream Award:**

**Chair:** Jane Gannon **Committee:** Barbara Hurwick and Sue Levin

---

<sup>1</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 5 at pp 6

<sup>2</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 3 at pp 7

<sup>3</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 4 at pp 7

<sup>4</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 5 at pp 8

<sup>5</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 6 at pp 8

**The Violet Richardson Award:**

**Chair:** Vicki Campbell

**Committee:** Rachel Farac Maggie Tevis

**The Founder's Region Fellowship Award.**

**Legacy: Chair:** Madalienne Peters

**Pauline Stuber STEM Scholarship Chair:** Sylvia Barry

**Outstanding Achievement and Personal Growth Chair:** Kris Wiley

**StaARTS Scholarhsip Chair:** Madalienne Peters

**Section 7: Public Relations Committee <sup>6</sup>**

**Chair:** Mari Avedano

**Committee:** Sue August, Rosemary Shea, Kris Wiley and Vicki Campbell

Shall promote and enhance the public image of Soroptimist as well as the in-club knowledge of activities. All items that go to the public need to be reviewed by PR committee E.g .Online presence such as website, e-Newsletter, e-luminate, Press releases, Social media publications for Facebook and other sites, Flyers, postcards, and other printed material for every campaign and all letters sent to public such as fashion show letters sent out

A Public Relations Chair will request a committee as needed. The Public Relations Committee will be in charge of:<sup>7</sup>

- a. **Press releases:** Mari Avedano and Vicki Campbell
- b. **Soroptimist eNewsletter:** Kris Wiley and Sue Little
- c. **Club historian:** Susan Magnone
- d. **Club website aka Webmaster:** Sue August
- e. **Social Media:** Mari Avedano

**Facebook:** Shaun Cooper to investigate

**Instagram:** Mari Avedano

The PR Committee will insure that the following people review and approve PR piece in a timely manner:

---

<sup>6</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 7 at pp 8

<sup>7</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 7 at pp 8

Chair of each campaign, such as Fashion Show Chair, e-Luminate Chair and Lobster Chair

Any Speakers for our meeting

Club president

## **Section 8: Ways & Means and Special Events Committees <sup>8</sup>**

Shall be in charge of fundraising projects approved by the club. The committee include the following responsibilities:

**a. Administrative fundraising**

**b. Special events and holiday parties.** E.g. The Spring Event Fund and the Lobster Fundraiser

**c. Major fundraising coordination for specific events**

**d. Fun and Frolic:** Chair Patty Smith

## **Section 9: Installation Committee <sup>9</sup>**

This Committee shall consist of the outgoing President and at least one additional club member who shall plan the date, place, and program for the installation of officers.

## **Section 10: Hospitality Committee<sup>10</sup>**

**Chair:** Shaun Cooper is substituting in for Judy Montero

## **Other “Campaigns”:<sup>11</sup>**

### **The Spring Event Fund**

**Chair:** Mari Avedano

**Committee:** Kathy Gondola, Rosemary Shea, Vicki Campbell, Nancy Weber, Madalienne Peters (minor role), Pam LeDonne and Sandra Hanns (minor role) Sue August, Susan Levine

---

<sup>8</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 8 at pp 8

<sup>9</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 9 at pp 8

<sup>10</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 10 at pp 8

<sup>11</sup> SOROPTIMIST INTERNATIONAL OF NOVATO FOUNDER REGION SOROPTIMIST INTERNATIONAL OF THE AMERICAS CLUB BYLAWS, POLICIES, & PROCEDURES Article 7 at pp 8

**Sponsor Chair:** Barbara Hurwick

**Committee:** Madalienne Peters and Rachel Farac

### **e-Luminate**

**Chair:** Freda Kaplan

**Committee:** Madalienne Peters and Sandra Hanns

### **Candy**

**Chair:** Vicki Campbell till December 2022. Tabled after that

### **Lobster**

**Chair:** Madalienne Peters

**Committee:** Sue August, Pam LeDonne, Colleen Finney, Shaun Cooper, Nancy Weber, Kathy Gondola

### **Program**

**Chair:** Lisa Cobb **Committee:** Rachel Farac

### **S-Club Owls**

**Chair:** Mary Musante

**Committee:** Kris Wiley, Rachel Farac

**School Liason ?**

### **Lunch location Research and Co-Ordinator**

Pam LaDonne

### **Median Strip Project**

**Liaison:** Nancy Weber / Sylvia Barry

### **IDEA: Inclusion, Diversity, Equity and Action**

**Chair: Nancy Weber**

**Committee: Renee Roberts, Rosemary Shea?**

## **Human Trafficking**

**Liaison: Nancy Weber and Sandra Hanns**

## **Japanese Sister City**

**Liaison: Kathy Gondola and Shaun Cooper filling in for Judy Montero**

**Novato Chamber of Commerce: Nancy Weber**

## **Historian:**

An appointed member shall have the responsibilities of being Historian. The objective is to maintain records of the club activities. An official role is to house the minutes per regulations of being a 501(c)(3) organization. Duties include being responsible for the creation of a President's Book, which highlights the year's activities and present this President's Book to outgoing President at Installation of New President

**Chair: Susan Magnone**

**Holiday Meeting :** A meeting in December is often collapsed with another meeting. A pot luck meal and gift exchange result in a social event with no agenda or business. Perhaps we should have a progressive Holiday Party?

**Holiday Committee Elves including: Linda Witong**

## **OUT:**

**Ways and Means Committee**

**Holiday Shopping**

