



## **Women's Committee Tasks**

### **Tasks for Sisters Who Do and Do Not Attend Meetings**

There are many tasks required to maintain an effectively functioning SIB committee. This document contains some of those tasks. Some tasks require Sisters to work as part of a group, while others can be done by Sisters working alone.

There are two ways to use this list of tasks. One is to identify ways to involve Sisters who *do attend* meetings. Another is to identify ways to involve Sisters who *do not attend* meetings.

All Sisters have a lot to offer and you should try to involve everyone whenever possible.

The list of tasks below gives you many options to choose from:

#### **A. Things Sisters can do as part of a Group**

1. Building projects (e.g., habitat for humanity)
2. Community service events
3. Political activities
4. Community/School outreach activities
5. Support Area Standards by bannerng
6. Help with setting up refreshments before meetings
7. Help with setting up the room and organizing handouts in preparation for the meeting
8. Help with cleaning up after the meeting

#### **B. Things Sisters can do as Individuals**

1. Make telephone calls, send group emails and group texts to Sisters in order to:
  - a. Remind Sisters of meetings
  - b. Get feedback about meetings
  - c. Ask for volunteers on projects
  - d. Check on Sisters and see how they are doing
2. Attend new member orientations to present information about the women's committee
3. Place articles in a newsletter or some other type of publication
4. Mentor a Sister

5. Create a flyer or some other document for mailing or marketing
6. Help a Sister who is having a hard time
7. Create or Design documents such as:
  - a. Thank you letter
  - b. Funding request letter
  - c. Donation letter
  - d. Postcard
  - e. Poster
  - f. Calendar of events
  - g. List of volunteer organizations
8. Gather information the committee could use involving things like community events
9. Handle direct mailings of items such as:
  - a. Postcards
  - b. Invitations
  - c. Thank you notes
10. Assist with planning things like:
  - a. Events
  - b. Meetings
11. Research relevant websites for useful materials to assist the committee
12. Research the Internet for information to help with planning specific events
13. Type meeting notes
14. Do Shopping for the women's committee that might involve:
  - a. Buy items for give-a-ways
  - b. Buy food for meetings
15. Conduct research to locate:
  - a. Training information
  - b. Materials on leadership development
  - c. Places for outreach
  - d. Community organizations where the committee can volunteer
  - e. Women's organizations where members can attend conferences

- f. Speakers to present at meetings
  - g. Materials on the women's committee website to use during monthly meetings
  - h. Local community activities
16. Look for job opportunities by doing the following:
- a. Look for upcoming large projects
  - b. Look for local hiring events
  - c. Look in local newspapers
  - d. Look for school bonds
  - e. Keep vigilant about word-of-mouth job opportunities
17. Handle Facebook activities such as:
- a. Review posts
  - b. Make posts
  - c. Send pictures
  - d. Solicit posts
  - e. Recruit members