

Let's Spring Ahead!!!

Let's start off the New Year and be organized...start with your committees!!



Do You Have Effective Committees???

Committees are a necessary aspect of organizations of any significant size. They keep the number of ladies manageable; with larger groups, either many ladies do not get to speak (or feel left out), or discussions are quite lengthy (and many ladies find them duplicative and often boring).

The following information on committees covers a broad range and each Subordinate Temple will need to review and determine what are the most appropriate information and/or committee structure for their Temple. Our committees are the essential and functional units of our organization.

**Committees
are the
backbone of
our Temples!**

**Effective Change
is not something
you do to
people... It's
something you
do with them!!**



In order for them to fulfill this role effectively, each committee, its chair and its members should do the following:

Each committee has:

- A specific function, clearly defined duties and expectations, and understood by all ladies (should be written)
- An effective chair, who starts and ends meetings on time, keeps to the agenda, sets the tone and pace of the meetings, makes sure that all members participate and none dominate
- To set goals, timelines and follow-up
- A lady who prepares the agendas, notifies members of meetings, and prepares minutes
- An agenda specifying what is to be accomplished at each meeting, what decisions are needed and what subjects need discussion
- Members who attend committee meetings and participate actively in discussions

Committee Chairs are expected to:

- Be prepared, organized and establish an agenda
- Start and end meetings on time
- Keep everyone on the subject
- Encourage participation
- Make the meeting fun and interesting, as well as productive

Committee members are expected to:

- Attend all meetings, arrive on time and plan to spend the time required to stay until the end of the meeting
- Ask questions
- Share responsibility with the chair and other members for getting the work done, accomplishing objectives and ensuring good use of everyone's time



Committee Guidelines:

Overview on Ways to Make Committees Work Effectively

- ✓ **Make sure that the committee has a real purpose for existence**
- ✓ **Make sure that everyone on the committee knows what the purpose is, and agrees with it**
- ✓ **Have only the right people on the committee: interested, capable and willing to work**
- ✓ **Have a plan for future meetings**
- ✓ **Encourage everyone to participate**
- ✓ **Utilize seating arrangements that encourage equality of participation**
- ✓ **If work isn't done when time is up, negotiate a time for further discussion**
- ✓ **Schedule important items first on the agenda**
- ✓ **Allocate time for discussion according to the importance of each issue**
- ✓ **Send committee members the minutes and reminders for assignments given**
- ✓ **Be very specific about tasks and deadlines**
- ✓ **Don't discuss, re-discuss and continue to discuss items**
- ✓ **Conclude each meeting with a summary of what is to be done by whom and when**
- ✓ **Double-check for agreement on important issues. Seek opposing points of view**
- ✓ **Make sure everyone gets credit for the accomplishments of the committee**
- ✓ **Celebrate successes**
- ✓ **ALWAYS, add some social time following each meeting!!!!!!**



The seasons are what a symphony ought to be: four perfect movements in harmony with each other.

---Arthur Rubenstein

Following is an excerpt from the Manual of Procedures (MOP—black print), (almost final draft copy), Supreme Temple Daughters of the Nile, page 7, (green print is suggestions) committees:

QUEEN ELECT

- **Shall appoint the following, according to Temple tradition: First, do you APPOINT AND ASK ladies to serve as Chairman and Vice Chairman, or do you let them be surprised by reading their assignment for the year in the newsletter or roster? Of course, it is a big job to call ladies and ask if they could volunteer, but the truth is that they will respect you and serve the Temple with enthusiasm! Just a few thoughts----Assign all line officers to a committee that will enhance their knowledge of the Temple. Also, ask the chairperson who might be good committee members that have the knowledge and interest to serve with enthusiasm. It is important to match the committee members according to their talents, skills and interests.**
 1. **Appointive Officers**
 2. **Flag and Banner Bearers and Escorts (if used)**
 3. **At least one Ceremonial Assistant and Prompters**
 4. **Committees: Each committee shall have a Chairman. A Vice-Chairman may be appointed, as needed. When selecting ladies to serve on committees, do not overlook members who do not attend session or never assume that they do not want to serve. Maybe, have a sign up for ladies to volunteer for a specific committee. Make sure that each committee's responsibilities are clear so that each lady understands what they are volunteering for. Why not use new ladies?**
 - **Bylaws—If you assign a Bylaws Committee and are not convinced that it is necessary, then put new members on the committee with a Past Queen and everyone will learn more about the Temple.**
 - **Daughters of the Nile Foundation Charitable Giving/CRA – maintain two members— This committee is a must! Why? Because this committee is the foundation of the Daughters of the Nile---this committee revolves around...Working Together for the Children! When the guidelines say to have two members that means the minimum. You can certainly have more than two members and it certainly would be a great idea. This committee is KEY to our organization.**
 - **Finance – minimum three members—Again, a minimum of three members means that you need at least three members. You can certainly have more, but it would be a great idea to have a member with some type of financial background, such as worked at a bank, accountant, etc.**
 - **Financial Review – minimum three members—Again, the same would be true of the finance committee as the financial review.**
 - **Hospital Requests – Chairman only—Of course, you can appoint more than just a chairman---that is the minimum! The Temple could certainly expand this committee and have many sub-committees.**
 - **Membership/Public Relations—This committee is one that needs members who are**

committed to the whole philosophy of recruitment, retention and mentoring of the membership. If your Temple is struggling with a loss of membership, then this committee is one that needs ladies who believe in the cause. AN INTERESTING TWIST IS TO RECRUIT NEW MEMBERS AND THEN LISTEN TO WHAT THEY SAY ABOUT OUR ORGANIZATION! IT IS ENLIGHTENING! The Supreme Membership/Public Relations Committee could also provide technical assistance, as well as your counterparts. Actually, by attending Supreme Session and networking with your counterparts, you will learn new ideas and activities to assist your Temple in successful membership/public relations. Public Relations is the second part of this committee, but it is as important. If you actively promote the Daughters of the Nile, then membership success will follow. These two areas go HAND IN HAND.

- ***Newsletter and/or Roster (optional)***—Even though optional is indicated, the newsletter and/or roster assists the Temple in their public relations and attendance of activities, events and sessions. This is a big part of the communication, education and information of what is happening at the Temple.
- ***Ways and Means (optional)***—Again, this is listed as optional, but ways and means and/or a fundraising committee are typically responsible for the fundraising events for the organization. Think about optional!
- ***Captains or Directors of Units, unless otherwise provided in the Temple bylaws***—Units provide the social networking needed to promote enthusiasm and fellowship. Units are an asset to the Temple because they support the cause of the organization. Units give the ladies a chance to truly get to know each other and lots of fun doing it. Laughter and interaction can be found in the units.
- ***Historian to compile and preserve the archives of the Temple (optional)***—Of course, our history is extremely important. We learn from our history and preservation of our archives displays a snapshot in time of their thinking and the direction of the Temple.
- ***Public Burial or Memorial Service – six members and six substitutes (optional)***—Another optional committee that is needed to provide support and comfort to our membership during the loss of members, spouses or other family members. This committee should work closely with the Princess Chaplain.
- ***All other Committees pertinent to Temple welfare and operation—just suggestions***
 - *Add a committee to update job descriptions for line officers, appointed officers, etc.*
 - *Add a committee of ladies, who could be greeters, promote goodwill at the Temple and visit other Temples in the area (if your Temple has a Supreme Goodwill Ambassador, then let her Chair the committee). Another way to spread goodwill is to visit our ladies in assisted living or retirement homes who are unable to attend session but have been long-term members. The Queen could/should ask for periodic updates and reports from the committees to stay informed of the progress. Committee reports could be alternated on a monthly basis if you have a number of committees. However.*

the Queen should decide which committees should report monthly depending upon each individual Temple. Each Temple has individual goals or objectives, such as one Temple may be more concerned with membership than fundraising! Just an example!

ALWAYS GIVE PUBLIC RECOGNITION AND APPRECIATION FOR ANY VOLUNTEER WORK (WHICH IS EVERYTHING WE DO). CELEBRATE BIG, AS WELL AS LITTLE SUCCESSES!

RESOURCES: *Supreme Temple By Laws, Supreme Temple Daughters of the Nile Manual of Procedures (MOP), Supreme Temple Daughters of the Nile, draft 2011*
Blancard, Ken & Waghorn, Terry (1997). *Mission Possible*. McGraw-Hill

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VM Systems, Washginton, D. C.

Wikipedia, the free encyclopedia

Spring is nature's way of saying, "Let's party!"
---Robin Williams

April hath put a spirit of youth in everything.
—William Shakespeare