

Program Committee

Club Vice-President, Chair: **Barb Smith**

Purpose: To assure that weekly club meetings are conducted in good order and contain uplifting programs appropriate to the purposes of Kiwanis.

Duties: To meet as needed or as the Board may direct and to report to the Board of Directors on all matters relative to club meetings and programs. Chair of this committee shall appoint chairpersons of the following subcommittees or tasks: Program Selection and Procurement, Meeting Set-up, Music, Special Events and Human and Spiritual Values. Subcommittees shall meet as necessary to accomplish their assigned tasks, report to the Chair, and develop, maintain and pass on to succeeding subcommittee chairpersons' policies and procedures relative to their Work. The chairpersons of these subcommittee/tasks shall be members of Program Committee, along with any other members selected by the Chair. The Chair of the Program Committee shall also serve as Chair of the Program Selection and Procurement Subcommittee.

From: The Kiwanis Club of Medina by-laws

Program

Note: Chairman will be Vice-President –

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A. Programs –	1	Current Vice President - Barb Smith
B. House Set-up –	2	Dick Dirham
C. Club Music –	2	Nancy McNeal & Darine Prok
D. Special Events		
1. Club Picnic -	2	Jon Steingass
2. Christmas Party –	3	Laura Todia
3. Heartfelt Thanks –	3	Current President
E. Human/Spiritual Values –	4	Barb Woodard
1. Invocations –	4	Darine Prok
2. Sunshine –	4	Terry Shuman
3. Good Friday Breakfast –	5 (Once every eight Years-Last done in 2013-14)	Barb Woodard
F. Internal Fundraising		
A. UCC Picnic –	5	Jim Haymond
B. Pie Sale –	5	Al Korn
C. Ham Sale –	6	Mike Short
D. White Elephant Sale –	6	Linda Hoffmann
E. Labels, box tops –	6	Scottie Stevens
F. Happy Dollars –	7	Secretary

HOUSE SET-UP

PURPOSE: This committee is responsible to arrange the meeting site for the Club meetings.

DUTIES: Place the flag to the left of center or to the right of the speaker. Provide a microphone and lectern. Place our bell and gavel near the lectern. Provide name tags and hang the banners. Handle any other task as it may become necessary in conducting a Kiwanis meeting. Provide instructions, in case the person with the cabinet key is absent, so that another person can get in.

GOALS FOR THE YEAR: Set-up is accomplished for each and every meeting.

CHAIRPERSON: Dick Dirham email: rdirham@zoominternet.net

LIST OF COMMITTEE MEMBERS:

MUSIC

PURPOSE: This committee is responsible for providing the pleasant sound of music for the member's enjoyment.

DUTIES: This committee is responsible for securing a piano player, providing the books or sheets of music, choosing the selections to be sung and directing.

GOALS FOR THE YEAR: The Committee desires to increase the member fun and fellowship by conducting a sing-along at each meeting.

CHAIRPERSON: Darine Prok email: deepto@frontier.com

LIST OF COMMITTEE MEMBERS:

Nancy McNeal

CLUB PICNIC

PURPOSE: This committee will organize the club picnic each year.

DUTIES: Seek the location and make meal arrangements. Promote the event to the members.

GOALS FOR THE YEAR: To encourage the entire membership to attend.

CHAIRPERSON: Jon Steingass email: jsteingass@zoominternet.net

LIST OF COMMITTEE MEMBERS: (minimum of one)

Dan Groh

CHRISTMAS PARTY

PURPOSE: This committee will organize the annual Christmas party.

DUTIES: In cooperation with the Program Chair select a date in December. Obtain a venue. Arrange for the food. Organize a program. Take care of all components of putting on a spectacular party for the members and guests.

GOALS FOR THE YEAR: December 2014 is the 95th anniversary of the chartering of the Club. We will combine the Christmas party with the 95th celebration. We plan to provide a great program with actors portraying Medina Kiwanians from the past. Also, the International President, Dr. Button will be on hand to help make this a special night.

CHAIRPERSON Laura Todia email: lcdean1@mac.com

LIST OF COMMITTEE MEMBERS: (minimum of three)

Allen Korn Nancy McNeal Dale Weygandt

Darine Prok David Gedrock Joan Rundle

HEARTFELT THANKS

PURPOSE: The current Club President will preside over a program near Valentine's Day to recognize the contributions made by non-members to the causes that Kiwanis spouses.

DUTIES: To invite non-Kiwanians to a luncheon near Valentine's Day in February, who have supported our efforts. Example would be those who volunteer to transport and help needy children in the Christmas Shopping Project.

GOALS FOR THE YEAR: Due to the large number of activities it is hard to remember to recognize all that deserve the honor. Our goal is to not miss anyone. Luncheon will be on Feb. 12, 2014.

CHAIRPERSON: The Club President - Dale Weygandt email: dwey@zoominternet.net

LIST OF COMMITTEE MEMBERS:

Jim Shields

HUMAN AND SPIRITUAL VALUES

PURPOSE: To attend to the spiritual needs of the members. Keeping abreast of the spiritual needs of the community and interacting in such a way as to improve the lives of everyone.

DUTIES: This committee will give support to members as the need arises.

GOALS FOR THE YEAR: To schedule with the program chair, an appropriate program.

CHAIRPERSON: Barb Woodard email: barbwoodard.bw@gmail.com

LIST OF COMMITTEE MEMBERS: This committee is made up of the following committee chairs: Invocations, Sunshine and Good Friday Breakfast.

INVOCATION

PURPOSE: To provide inspiration for the members.

DUTIES: To provide a short inspirational message or prayer at the beginning of each club meeting.

GOALS FOR THE YEAR: Not only to maintain but to increase the number of people willing to offer the prayer.

CHAIRPERSON: Darine Prok email: deeepro@verizon.com

LIST OF COMMITTEE MEMBERS:

Cornell Carter

Nancy McNeal

Jared Hoover

Roy Gienke

SUNSHINE

PURPOSE: This committee assists members of the Club during times of need and/or difficulty.

DUTIES: This committee concerns itself specifically with keeping our members apprised of health issues, or deaths of current and former club members and /or their family members. When such stressful or tragic events take place, this committee sees to it that appropriate information is shared with our membership, as well as sending appropriate cards, signed by club members to the Kiwanian or family members who would welcome such thoughtfulness. This also, includes sending charitable donations to the appropriate agency, causes, or family members funeral home. Whenever possible this committee should announce "good news" of interest and pride as well.

GOALS FOR THE YEAR: To appropriately communicate with club members about club members and families, our club's best wishes, and/or encouragements covering each and every incident deemed noteworthy.

CHAIRPERSON: Terry A Shuman email: shute65@yahoo

GOOD FRIDAY BREAKFAST

PURPOSE: To assist in the celebration of Good Friday which is the day when Christians commemorate the crucifixion and death of Jesus Christ.

DUTIES: This committee organizes the breakfast for the celebration once each eight years. The number of years depends on the number of other clubs that assist as we do.

GOALS FOR THE YEAR: This is not our year.

CHAIRPERSON: Barb Woodard email: barbwoodard.bw@gmail.com

LIST OF COMMITTEE MEMBERS:

UCC PICNIC

PURPOSE: Fundraiser to generate funds for the general fund.

DUTIES: The club purchases, cooks and serves a picnic for the UCC Church on the 1st. or 2nd. Sunday in September.

We set up the grill and serving area. We serve 1/4lb. Hamburgers and 1/4lb. Hotdogs, Potato Salad, BBQ Beans, Chips, Cookies (desert), and Drinks Pop and Water.

We need 6 or more volunteers, for about 4 hours, to cook, serve and clean up.

GOALS FOR THE YEAR: To provide another fine picnic for the UCC Church; while providing funds for our General Fund.

CHAIRPERSON: Jim Haymond email: liberty_upholstery@msn.com

LIST OF COMMITTEE MEMBERS:

PIE SALE

PURPOSE: In an attempt to raise money for the Club, this committee organizes the sale and distribution of pies.

DUTIES: Handle all aspects of sales, acquisition and distribution. Seek help form the PR committee to promote the sale.

GOALS FOR THE YEAR: To exceed the net proceeds of previous years.

CHAIRPERSON: Al Korn email:

LIST OF COMMITTEE MEMBERS:

HAM SALE

PURPOSE: In an attempt to raise money for the Club, this committee organizes the sale and distribution of hams.

DUTIES: Handle all aspects of sales, acquisition and distribution. Seek help from the PR committee to promote the sale.

GOALS FOR THE YEAR: To exceed the net proceeds of previous years.

CHAIRPERSON: Mike Short email:michael.short@raymondjames.com

LIST OF COMMITTEE MEMBERS:

WHITE ELEPHANT SALE

PURPOSE: This activity promotes fun and fellowship for members and raises money for the Club.

DUTIES: If board approves this internal fundraiser, scheduled for May, involves members bringing in white elephant items and/or baked goods to be auctioned off during the meeting.

GOALS FOR THE YEAR: \$200

CHAIRPERSON: Linda Hoffman lhoffmanjoseph@zoominternet.net

LIST OF COMMITTEE MEMBERS:

As needed on the day of the event.

LABLES, BOX TOPS

PURPOSE: To collect items such as box tops which can be redeemed for cash.

DUTIES: This committee organizes the collection of and redemption of the labels.

GOALS FOR THE YEAR: Collect and redeem for Key Club.

CHAIRPERSON: Scottie Stevens email: scottie.rwstevensinc@zoominternet.net

LIST OF COMMITTEE MEMBERS:

HAPPY DOLLARS

PURPOSE: In the name of fun and fellowship and to raise money for the Club this committee seeks those persons who contribute money in exchange for an announcement about their reason for being happy. Excuses for being happy may include one's own or someone else's birthday, or anything that rates a contribution to the club. Innovative announcements are welcome.

DUTIES: The club Secretary collects the money and either the person giving the money or the Secretary announces the reason for the Happy Dollar/s.

GOALS FOR THE YEAR: Fun and Fellowship

CHAIRPERSON: Club Secretary

LIST OF COMMITTEE MEMBERS