

THE CELEBRATIONS COMMITTEE

I. STATEMENT:

The Installation Luncheon/Biennium Celebration, the Holiday Celebration, and Tree Planting Celebration shall be part of the Celebrations Committee. Each Celebration Committee shall consist of a chair and as many members as needed. They are appointed by the President with the approval of the Executive Board. The President shall appoint one member of the Executive Board to serve as advisor for each committee. This committee shall be responsible for all phases of the various celebrations. The chair is a member of the Executive Board.

II: DUTIES:

- A. Attend all meetings of the General Membership and Executive Board.
- B. To appoint committee members to specific tasks.
- C. To use the appointed Executive Board member as a advisor concerning the program, budget matters and other problems.
- D. To deliver the file of materials pertaining to the work of this committee, including this job description to the Policy Chair.

III. PROCEDURES:

- A. Obtain the date of the last general meeting of the biennium as is listed on the biennial calendar.
- B. Become acquainted with the past records kept in the committee's file.
- C. Call the committee together to select a location and make a reservation as early as possible during the first year of the biennium.
- D. Confer with the officials at the chosen place concerning their physical arrangements, the head table, number of other tables, stage, microphones that will be necessary.
- E. Discuss contracts, if required and costs including tax and gratuity.
- F. Organize the committee into areas of responsibility no later than the end of the first year of the biennium.
 1. Luncheon flyer printing and sales.
 2. Announcements and advertisements of the luncheon at the WSLC general membership meeting of the Council 3-4 weeks prior to the event.
 3. Writing and production of a program. Installation of the newly elected officers is under the direction of the Immediate Past President.
- G. Set up a proposed budget, including estimated income from paid meals and expenditures, such as taxes, gratuity, microphone, etc. Determine if there is any financial support from the Board of Directors. Keep these in the file of material to be passed on to the Policy Chair.
- E. Complimentary luncheons can be provided only as approved by the Board of Directors.

IV. BIENNIAL REPORT:

A report of the work of the Celebrations Committee to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) copies to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which are in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014

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The Tree Planting Committee was added to the Celebration Committee March 19, 2015.