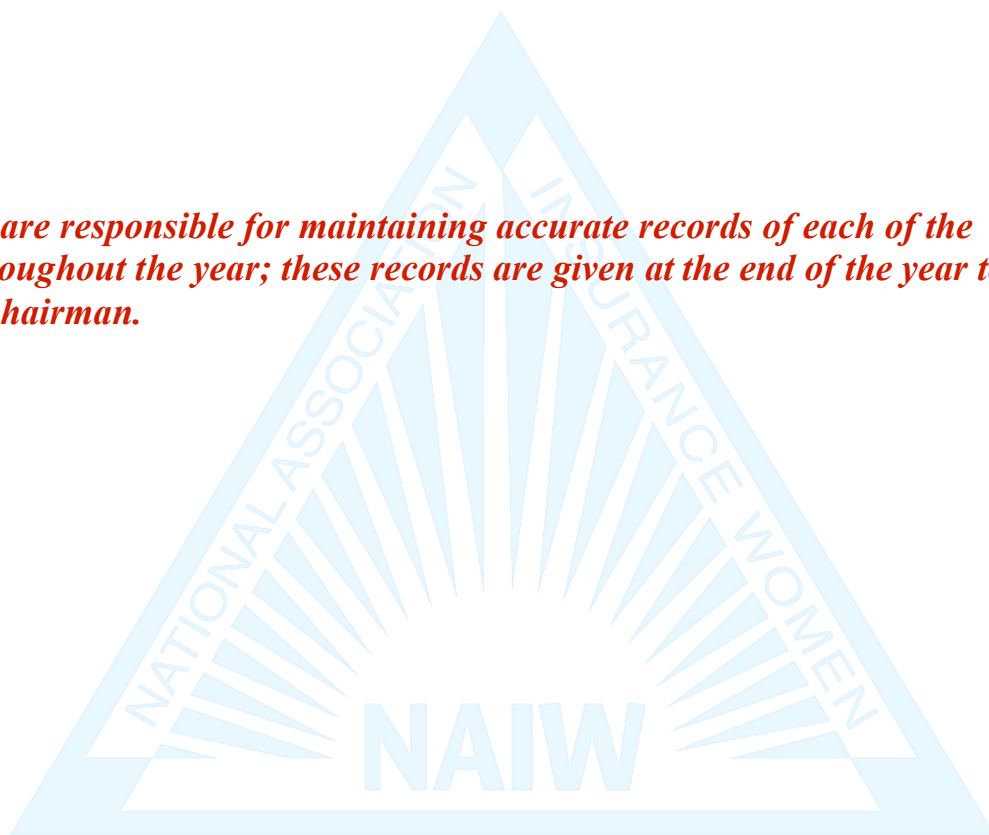


SAN FRANCISCO CHAPTER OF NAIW

SUMMARY OF COMMITTEE RESPONSIBILITIES

All Committee Chairmen are responsible for maintaining accurate records of each of the Committee's activities throughout the year; these records are given at the end of the year to the incoming committee chairman.



ARCHIVE

The archive committee is responsible for the preservation of the chapter's history and documents.

AUDIT

The audit committee is responsible for semi-annual reconciliation of the Association books as of 12/31, and for preparation of the yearly audit as of 6/30. This is a closed committee: The chair is appointed by the President, and two members are elected by the general membership.

AWARDS

The awards committee is responsible for coordinating our chapter's applications for council, regional and national awards. They keep a binder of all the chapter information needed for the submission, make sure we meet the deadline dates and work with individual nominees to complete the required written portion of the submission. Any member can serve on this committee, but it is suggested that someone with experience in submitting for awards be the chairperson. This is not a required committee and may not be active every year.

BUDGET & FINANCE

This committee sets up the Association budget for the year. It consists of the President, the President-Elect and the Treasurer; and shall submit an estimated budget to the Board of Directors no later than the April board meeting. After approving the budget, the Board shall submit it to membership for approval no later than thirty (30) days prior to the end of the fiscal year.

BYLAWS

The bylaws committee is chaired by the Parliamentarian and is responsible for maintaining thorough and accurate set of Association bylaws and standing rules. In addition the committee informs the general membership about changes that have been proposed by the National Office and at local levels. There are no regular meetings.

CONFIDENCE WHILE COMMUNICATING (CWC)

This committee is a sub-committee to the Publicity and Public Relations Committee.

The committee promotes and selects a leader(s) for this public speaking course. In addition the committee organizes the CWC local speak-off, typically held in July or August, and coaches our contestants through all levels of competition. **This program is available to non-members as well as members; however, only members may compete in the speak-offs.**

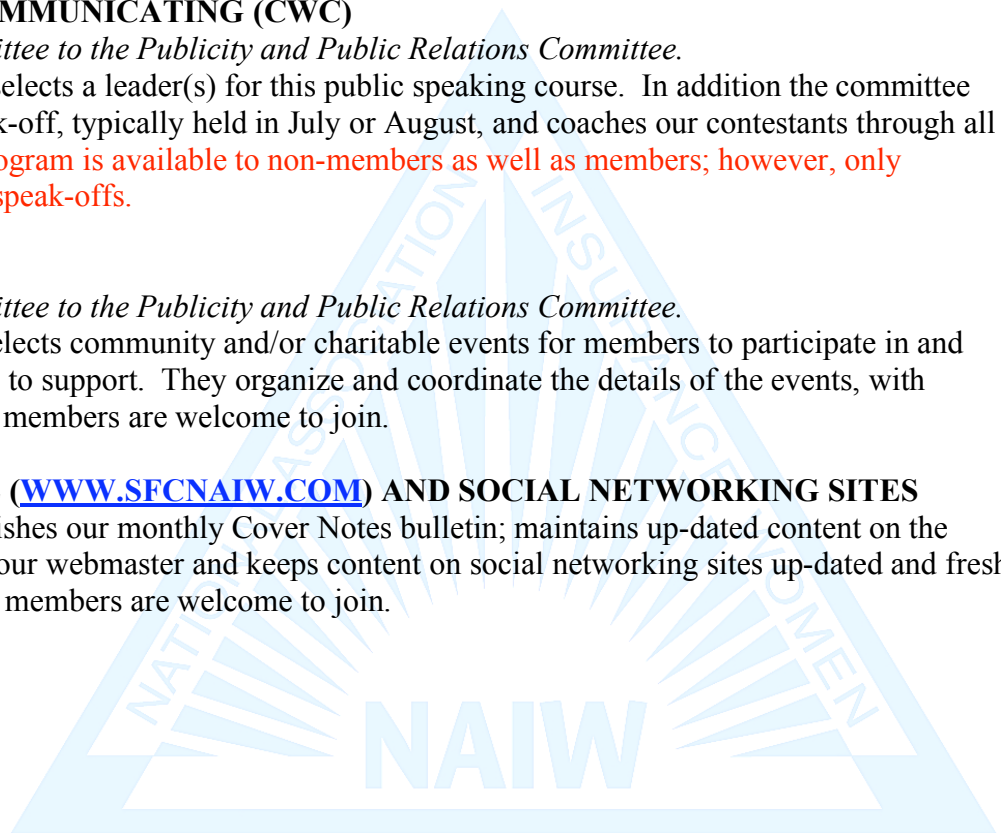
COMMUNITY SERVICE

This committee is a sub-committee to the Publicity and Public Relations Committee.

This committee reviews and selects community and/or charitable events for members to participate in and organizations for our members to support. They organize and coordinate the details of the events, with assistance from members. All members are welcome to join.

COVER NOTES, WEBSITE (www.sfcnaiw.com) AND SOCIAL NETWORKING SITES

This committee edits and publishes our monthly Cover Notes bulletin; maintains up-dated content on the website with the assistance of our webmaster and keeps content on social networking sites up-dated and fresh (Facebook and LinkedIn). All members are welcome to join.



CREATIVE FINANCE / SPECIAL EVENTS

This committee raises funds, when necessary, for the local association to help defray the costs of running the Association or for funding State or Regional meetings. Ideas for fundraising include: Casino Nights, Fashion Shows, Art Auctions, Crab Feeds, Reno Trips, Day at the Races, etc.

The committee also organizes and publicizes special activities such as a Holiday/Birthday Party, dinners or lunches for retiring members or visiting dignitaries.

EDUCATION / LEGISLATION

This committee arranges seminars at one or two membership meetings each year and coordinates at least one full day of CE education to offer to members and non-members. Other areas of interest include career awareness, and liaison with CPCU and other organizations. This committee also keeps membership advised of local, state & national legislation affecting the insurance industry as needed.

EDUCATION ADVISORY

This committee provides continuity, overall guidance and direction to the Association's educational activities, including guidance to potential CPIW/CPIM and DAE candidates. The committee also oversees the scholarship fund which is administered by the IEA.

EMPLOYMENT

This committee is a sub-committee to the Publicity and Public Relations Committee.

The committee receives information on the availability of jobs in the industry that need to be filled, and about members of the association who are looking for employment. Information is posted in Cover Notes and on the Careers page of the website.

FELLOWSHIP

This committee is a sub-committee to the Publicity and Public Relations Committee.

The committee promotes fellowship among members as directed by the President. They send cards to members who are ill or who have lost family members. The committee also keeps the general membership informed of both good and sad things that happen to our members. Information is posted in the Member Happenings section of Cover Notes and presented to the Board.

GOLF TOURNAMENT

This committee can be chaired by any member, appointed by the President. They schedule, organize and conduct the SFCNAIW annual golf tournament, typically held in August.

HALL OF FAME

This committee, consisting of previous honorees, reviews nominees that meet the specific qualifying criteria and selects the recipient of the award. The honoree is announced at the May Luncheon and presented a certificate and an appropriate gift (examples: plaque, engraved bowl or pin).

INDUSTRY RECOGNITION MEETING

This committee is chaired by the Vice President. The committee plans the annual industry breakfast, OR simply a "Special" regular monthly luncheon, which is held during the month of October. We honor an individual and a company who have been supporters of SFCNAIW at this event. In addition, the Al Padway Commemorative Award winner is announced and Insurance Personnel Services (IPS) presents us with their annual \$1,000.00 donation to this Trust Fund that we administer.

INSURANCE MEMBER OF THE YEAR

This committee is chaired by the most recent recipient. The committee selects the recipient of the Insurance Member of the Year award, based on specific criteria. The honoree is announced at the May Luncheon and presented with a certificate and an appropriate gift (examples: plaque, engraved bowl or pin).

MAY LUNCHEON

This committee plans the annual luncheon in honor of National Insurance Women's Week, which is held the week of the third Sunday in May. The Hall of Fame and Member of the Year awards are presented during the luncheon. (We also offer IEA the opportunity to present their Roger A. Smith award for Education at this event)

MEMBERSHIP

This committee promotes membership in San Francisco chapter of NAIW –by encouraging new members to join and by retaining existing ones. The committee organizes an orientation meeting each year. Members act as hostesses by welcoming new members at each meeting and introducing them to other members to become better acquainted. The committee welcomes all volunteers.

NEW HORIZON PLANNING

This committee is chaired by the immediate Past President and is responsible for establishing continuity of purpose for all committees. Projects include leadership development, membership evaluation & retention and association direction. Committee members include the board of directors and any other interested members.

NOMINATING COMMITTEE

This committee is chaired by a member appointed by the President, and shall have an additional 4 members who are elected by the general membership not later than the January meeting. The committee selects one nominee for each office to be filled at the annual meeting. No member shall serve on this committee for two consecutive years. Refer to our By-Laws, **ARTICLE V** for more detailed instructions.

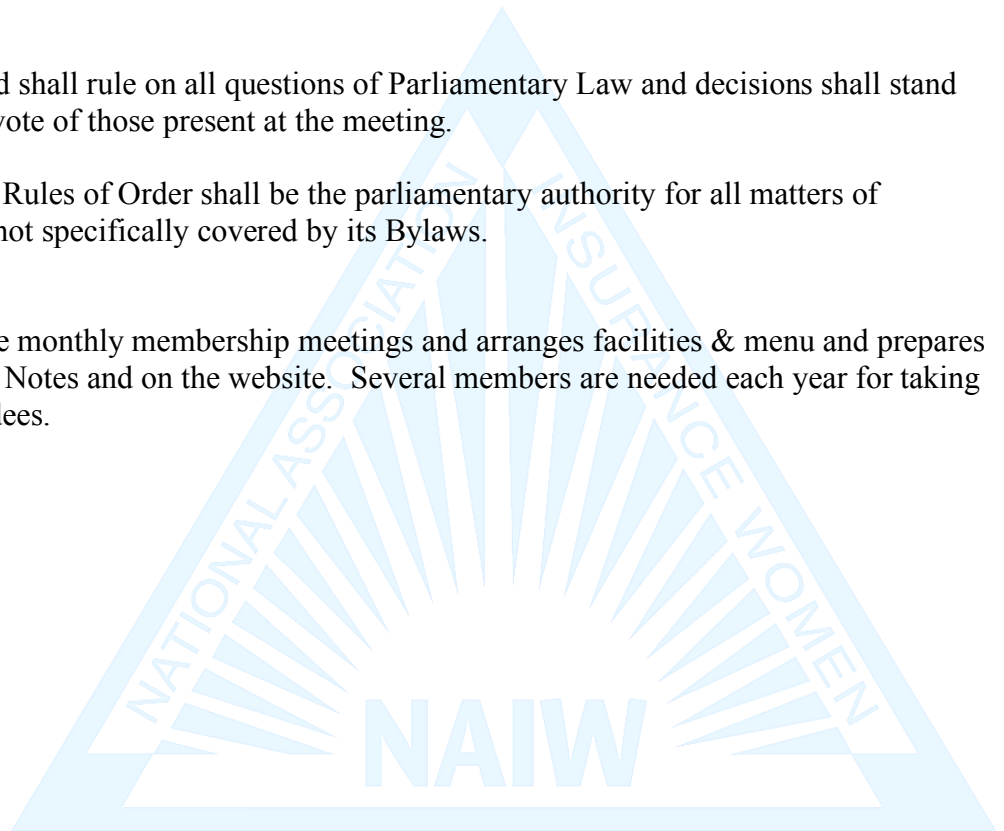
PARLIAMENTARIAN

Appointed by the President and shall rule on all questions of Parliamentary Law and decisions shall stand unless nullified by a majority vote of those present at the meeting.

The current edition of Roberts Rules of Order shall be the parliamentary authority for all matters of procedure for this association not specifically covered by its Bylaws.

PROGRAM

This committee coordinates the monthly membership meetings and arranges facilities & menu and prepares the flyer to be posted in Cover Notes and on the website. Several members are needed each year for taking reservation and greeting attendees.



PUBLICITY AND PUBLIC RELATIONS

This committee is chaired by the Vice President and has several subcommittees: publicity, community service, employment, fellowship, and CWC. The chairman of each individual subcommittee is appointed to handle the tasks specific to their committee, and each subcommittee may have several members. It is the responsibility of the Public Relations Committee to promote publicity for the Association’s events. This can be done by having articles written by members published or announcements in trade magazines of Association events and meetings including the NAIW magazine, “Today’s Insurance Professionals.”

SAFETY

This committee works on safety projects. They post articles on timely safety topics in Cover Notes on a monthly basis and may present a safety topic at one general meeting during the year. Topics may include personal safety, drunk driving awareness, and child safety.

NOTE: Refer to our BY-LAWS (Revised April, 2007) and STANDING RULES (Revised March, 2003 and amended March, 2009) for more detail. If there is any discrepancy the information provided here prevails as the By-laws/Standing Rules are under revision.

