

The Woman's Club

Standing Committee Job Descriptions

2026-2027

According to Article V, Section 2, Board of Directors.

“The Board of Directors must approve any plan of work proposed by committees before submission to the Club. If any committee wishes to make a major change of their committee, the new plans must be approved by **The Woman's Club** Board of Directors.

Bridge Marathon/Mahjong	Teams of 12 play from October – March. Team members do not have to be members of The Woman's Club. Teams playing other games may be included. Send information to each of the team captains. Receives and records scores for teams. Plans, purchase groceries, prepares and serves a luncheon for team winners and team chairs on the third Wednesday in April. Selects and presents a prize to each team winner and captain. Organizes a game session after the luncheon for the winners and captains who wish to play.
Luncheon Overall Chair	Coordinates all luncheons. Begin working during the summer with each luncheon chair on menus. Works for the two days prior to the luncheon and the day of the luncheon. Pick up and return napkins, take and pick up tablecloths and aprons to the cleaners after the luncheons. Buy and maintain supplies for the kitchen
Fall Luncheon Chair *	Plans, buys groceries, prepares and serves the luncheon on the fourth Wednesday of October. Helps the Spring Luncheon Chairs with their luncheon in March.
Spring Luncheon Chair*	Plans, buys groceries, prepares and serves the luncheon on the first Wednesday in March. Helps the Christmas Luncheon Chairs with their luncheon in December.
Christmas Luncheon Chair*	Plans, buys groceries, prepares and serve the luncheon on the first Wednesday of December. Helps the Fall Luncheon Chairs with their luncheon in October. <i>*Each luncheon chair assigns duties (cooks, waitresses, clean-up, etc.) to the ladies assigned to her respective luncheon. Members work luncheons on alphabetical rotation year-to-year.</i>
Club Luncheon Reservations	Takes reservations for the Fall, Spring, Christmas and Membership Luncheons. Makes table assignments and informs members of their table assignments.
Club Luncheon Decorations	Plans, purchases, designs, and places table and foyer decorations for each of the luncheons and sells table decorations; provides a door prize if desired. Work together with Luncheon Overall Chair and Luncheon Chair(s) for napkin color choice.
Club Properties	Works with the Facility Manager on maintenance of the Club house, grounds, and contents. Checks plants regularly for replacement, plants

	<p>in urns are maintained by Club Properties. Plants in the flower beds are maintained by the ground's workers. In May polishes and inventories silver (even years), inventories all items in the Club (odd years), Silver is checked prior to the President's Tea/ Coffee to see if need additional polishing.</p>
<p>Communication and Yearbook</p>	<p>This committee assists with collecting information about upcoming programs and events, edits, proofs with the President and Facility Manager, and helps prepare the yearbook before actual printing. This is completed by July 15th. It also maintains and sells a Pictorial Directory of the members of The Woman's Club in September who have paid their dues. Especially needed are ladies who are detail oriented and /or some computer skills.</p>
<p>Christmas on Carter Creek</p>	<p>Organizes and provides leadership for this event. Includes planning and executing the Preview Party, working with vendors for necessary services, securing designers and facilitating tablescape/tables/foyer/porch decorations for the event, securing items for silent auction and prize drawings, logistics, publicity, marketing, finance, tickets, security, and committee notebook. Prepare schedules and all printed materials. Coordinates a shift schedule for workers. Oversees and ensures clean up after the event, including Club furniture being back in proper place</p>
<p>Community Service</p>	<p>This committee meets in June to determine the dates and the 12 charities which will receive monetary donations from The Woman's Club, and these will be listed in the yearbook. These charities must be determined BEFORE JULY 1st which is the print deadline for The Woman's Club yearbook. This committee takes orders in the fall for Butter Braids, which benefit various non-profits, and for Hospice Christmas wreaths. This committee coordinates the donations of items and money to additional charities from organizations listed in the yearbook. Each year it maintains Flags Across Bryan contract with the Rotary Club.</p> <p>In February, this committee host the Birthday Party at Crestview Retirement Community which includes planning entertainment and decorations. In the spring, this committee collects and records the volunteer hours of members.</p>
<p>Library</p>	<p>Coordinates collecting and serving cookies for the Tree Lighting in November at the Gloria Sale Park in downtown Bryan. Maintains the Little Free Library, located at the Club. Coordinating projects with Carnegie and History Heritage Center.</p>
<p>Membership</p> <p><i>*Committee must meet in early June, so correct membership information can be listed in the</i></p>	<p>Contacts each member of The Woman's Club by an email in May to verify that her information for the yearbook is correct (including membership status). Phone calls are made in June* to those who do not respond. Reports and records of any membership status changes. Plans for the New Member Orientation in September. Plans and implements arrangements/refreshments for Guest Day meeting in January for prospective new members. Receives applications for new members in</p>

<i>yearbook for the next Club year.</i>	February and makes visits in March. Presents list of prospective members to Board in March for approval, to the membership for voting in April. Sends a welcome letter to new members and extends an invitation to both the New and Life Members to the Membership Luncheon in April. Submits membership information to the Social Committee for program booklet for Membership Luncheon. The Chair records membership status for all members in the Membership Box at the end of the Club year.
Program Implementation	Coordinates each of the nine programs for the Club year making certain any special equipment is available and that all contracts are secure. The Chair and Leader of the Day take the presenter to lunch the day of the program. The Leader of the Day introduces the presenter for each program.
Program Planning	Plans each of the nine programs that will be presented the following Club year. Members of this committee generally move to Program Implementation the following year. Submits information on programs to the Yearbook committee for publication.
Scholarship	Receives donations to the Scholarship Fund, sells note cards or other items to benefit the Scholarship Fund. Selects and presents a \$2,500.00 Scholarship to one young lady from each public high school in Bryan and College Station. May plan fundraisers for Scholarship Fund. Scholarship Bus Trip is organized and planned by two members of the scholarship committee, they will co-chair the event. The co-chairs plan and reserve a location, book the bus line and provide water/refreshment.
Social	President's Tea/Coffee - Plans, purchase groceries, prepares and serves the President's Tea or Coffee, which is held on the last Wednesday in September, secures young ladies from organization of your choice to help at the event, receives donations for the flowers for the President's Tea/Coffee and keeps a record of donors. Membership Luncheon - Selects a caterer and plans the menu, decorations, and printed program booklet for the Membership Luncheon in April. Luncheon Reservation will take the reservation for the membership luncheon.
Technology/Media	The duties of this committee will be to monitor and assist with the media required for a Club Meeting Program. This committee must become familiar with the sound system connected to the projector. The Chair will also assist the Facility Manager with maintenance of The Woman's Club website and social media, with supervision/approval from the Board of Directors as to its content.

*****Committee Chairmen should update the job descriptions for their committees and submit to the President at the Joint Board meeting in May. All updates should be currently dated in new notebooks and old documents discarded before passing on to the Chairmen.***