

## Ladies of Charity Committee Descriptions

- Aged- have visits throughout the year with members who are home bound or in a nursing home, assist at the Senior Center for special events, prepare/collect and distribute Christmas gifts
- Bereavement/Sunshine-send cards and contact members when appropriate, attend funerals/memorials
- Budget/Finance-prepare the annual budget, monitor annual expenses and work with the treasurer
- By-Laws-review the by-laws annually and suggest appropriate changes/updates
- Community Service Award-select a recipient each year, individual or group;  
-select a Lady of Charity for the Louise de Marillac award when appropriate
- Fund raising-plan and coordinate fund raising activities for the Association
- Historian-take photos of events, record activities of the Association, keep archival records in order
- Infants and Children- work in conjunction with some school nurses and other organizations to provide essential items to children in need -prepare layettes
- Membership-work on membership applications, welcome new members, schedule orientations, plan solemn reception, collect and record dues
- Newsletter-compile information for and publish quarterly newsletters
- Nominating-obtain names for new slates of officers, meet to select names for election in May
- Office-prepare mailings for various activities of the Association, i.e. newsletters, invitations
- Program-plan programs and meetings and arrange for their presentation
- Refreshments-provide refreshments for meetings and programs which you will attend
- Scheduling-prepare Nearly New Shop schedules, copy such and coordinate with newsletter chair and office chair for mailing
- Scholarship-provide application forms to area high schools, update application forms as needed, meet to review applications and select recipients
- Telephone-call members as needed with reminders and requests
- Yearbook-compile and update information for the annual yearbook/directory, maintain current membership data and provide mailing labels for the Association