



Hill Country CattleWomen

By-Laws and Procedure Manual

Submitted and approved by the Executive Board and ratified by the membership with amendments at the January 16th, 2023 regular meeting

IMPORTANT DATES

All meetings are held on the 3rd Tuesday of each meeting month. We do not meet in November, December, July, or August.

July & August	<ul style="list-style-type: none"> • Provide CPA copy of treasurer's books for tax prep. • Planning for Fund Raiser or Women's Ranch Seminar
September	<ul style="list-style-type: none"> • Membership votes on Budget presented by Board in June • President sends Annual Activity Report for previous year to TCW by <u>September 30</u> • Membership Yearbook printed (given to membership at October meeting) • County Ag Days
October	<ul style="list-style-type: none"> • TCW Fall Convention • Fund Raiser or WRS planning
November & December	<ul style="list-style-type: none"> • <u>November 15</u> TCW Newsletter entry deadline • <u>November 15</u> Local Officer slate & Committee Chairwomen from HCCW President due to TCW Corresponding Secretary • Fundraiser Chair or WRS Chair prepares donor letters signed by President to be sent to businesses/individuals about sponsorships & donations • Tickets & Posters for Fund Raiser or WRS printed for distribution at January meeting • November 30 TCW dues are delinquent
January	<ul style="list-style-type: none"> • Legislative Chairwoman hosts meeting (finds speaker on legislative issues) • President signs solicitation letters to sponsors & donors and Fundraiser or WRS Chair mails • Continued planning for WRS or Fund Raiser • Posters for Fund Raiser & Tickets given out at meeting • TCW Board Meeting • 1099s mailed by Treasurer • Scholarship Posters provided to Members & Website Chair & Newspapers • Scholarship Liaison reports to membership on what has been done to publicize scholarships
February	<ul style="list-style-type: none"> • Beef Education begins planning for County Ag Days in spring • Website updated with current information on <u>Scholarships & Fund Raiser</u>
March	<ul style="list-style-type: none"> • TCW Spring Convention • Continue plans for Fund Raiser • Scholarship applications due from High School Applicants • Officers send their Budget Forms for annual expenses to President for planning Budget • Scholarship committee meets to determine High School Recipients
April	<ul style="list-style-type: none"> • Membership Chairwoman reminds members to pay annual dues online • Fund Raiser Event • 2nd Vice President files Quarterly Activity Report with TCW • County Ag Days • TCW/TSCRA Spring meeting • Executive Board hands in Budget forms and works on Proposed Budget • President & 1st VP present 3 names to Membership Chair for C of Year & Behind the Scenes
May	<ul style="list-style-type: none"> • Final Breakdown of Income & Expenses for Annual Fund Raiser by Chairwoman & Treasurer • County Ag Days • 1st Vice President sends Ballot for C of Year & Behind the Scenes • All votes for CattleWoman & Behind the Scenes are due by <u>May 31st</u>. Previous year's recipients will count the votes. • Executive Board approves Budget for presentation at June Meeting
June	<ul style="list-style-type: none"> • Install New Officers • Submit Proposed Budget to Membership for following year • Award Ceremony for CattleWoman of the Year & Behind the Scenes

BY-LAWS

To adopt or amend the By-Laws requires approval by the Executive Committee, a thirty (30) day written notification to the membership (newsletter), and approval by the majority at a General Membership open meeting. (Ref. Article X, Authority on Procedure)

Beginning January 2010 all adopted or amended By-Laws are recorded by the Recording Secretary in a notebook for a permanent record reference. This notebook is maintained by the current Recording Secretary and is passed to the next elected Recording Secretary. The By-Laws will also be posted on the website: www.hillcountrycattlewomen.org and be accessible to all members.

Article I-Name

The name of this organization is The Hill Country CattleWomen.

Article II-Objectives

The objective of HCCW shall be to promote and support the production of beef and the beef industry through cooperation with the National Cattleman's Beef Association, Texas & Southwest Cattle Raisers Association, American National CattleWomen Association, Texas CattleWomen Association, and local beef supporters. The HCCW shall support private property rights and encourage federal and state legislation that will maintain and protect private property rights. Believing that the livestock industry is of basic importance to world existence, we, the Hill Country CattleWomen, dedicate ourselves to support it with our labor and finances; to encourage its producers with our understanding and love; to do all in our power to instill in the coming generation the love of the land and of life; the humility and awe before nature and faith in the future that is inherent in Cattlewomen.

Article III – Hill Country CattleWomen Charitable Foundation

The Hill Country Cattlewomen Charitable Foundation is an ancillary branch of Hill Country Cattlewomen.

Hill Country Cattlewomen is the sole member of this Foundation. The purpose of this Foundation is to raise monies for scholarships, donations to local food banks and or any other charitable entity.

The 4-member Board of the Hill Country Cattlewomen Charitable Foundation shall be comprised of the immediate past Chair of HCCW, the current President of HCCW, the Chair of the Spring Roundup Committee and the Treasurer of HCCW. The Foundation Board positions change every other year coinciding with the election of the Board for Hill Country Cattlewomen. The terms of the Foundation Board members will be determined by their position. The immediate past president will serve for two years. The President will serve for the two years that she is serving as President of HCCW, and then serve an additional two years as immediate past president. The Treasurer will serve as a Board member as long as she remains Treasurer for HCCW. The Chair of the fund-raiser, The Spring Roundup, will serve as long as she retains that position. If there are co-chairs for the event, the President will appoint one as the Foundation representative. Any vacancy will be appointed by the residing President of HCCW and confirmation by the Foundation Board.

Article III-Membership

Membership shall be open to any person who may be interested in the welfare and promotion of the beef industry.

1. Every active member will strive to contribute 8 hours of service each year. This can include hosting meetings, serving on committees, working on the Spring Roundup and/or the Women's Ranch Seminar, working at the Ag Days events, Beef Promotion events, or committee work that can be done at home.
2. No member shall bring personal business promotional information to meetings, speak at any meeting about their personal business or post any information about their business on the HCCW website, Facebook etc. Nor shall they use any mailing lists or directory information to promote their business concerns.
*Donations for Women's Ranch Seminar or the Spring Roundup Fundraiser are the exception
3. HCCW is a non-political organization & cannot endorse any candidate or party as a 501(c)6. No member may address political, campaign or ideological agendas at the meetings.

Article IV-Dues and Fiscal Year

1. The Executive Committee with the approval of the membership's vote will determine annual dues. Dues are due on or before July 31 of the fiscal year that is July 1 to June 30. Dues received from any new member joining the organization after December 1st and before March 30th will be for local membership only, and the dollar amount will be for local dues only. Full dues received by any member (renewal or joining) after April 1st and until the meeting on the third Tuesday of September will ensure including in local HCCW yearbook, and membership in Texas CattleWomen.
2. The fiscal year will be from July 1 through June 30.
3. The budget for the fiscal year will be submitted at the last meeting of the calendar year (June) and voted on at the September meeting after the new incoming Board (in election years) has had the opportunity to review and adjust for any new or proposed projects and expenditures.
4. There will be five levels of membership: Active, Supportive, Junior, Corporate, and Honorary:
 - Active: \$40 A member who attends meetings, is willing to serve as an officer, serve on a committee, or assist in fund raisers for the organization (\$15 is retained by HCCW; Dues for the state are \$25).
 - Supportive: \$50 A member who cannot or does not intend to attend regularly or assist in the operation of the organization, but would like to be a member of HCCW (The \$50 can remain locally or if the associate desires to be a member of TCW, \$25 goes to TCW and \$25 stays locally). (non-voting & may not hold office)
 - Corporate: \$100 A business that would like to support HCCW by being members and receive advertisement by being listed on the HCCW website and in the Fund Raiser Program (Dues go to HCCW)
 - Junior: This is available to High School girls at no cost. (non-voting & cannot hold office)
 - Honorary: Members who have maintained their membership for 25-30 consecutive years may choose to go Honorary and Dues will be optional.

Article V-Officers & Their Elections

Section 1 - Classifications

- a. The elected officers shall be President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the HCCW.
- b. The Executive Committee shall consist of the elected officers and the Standing Committee Chairwomen appointed by the President. The Standing Committees/Chairwomen may include: Scholarship, Roundup Fund Raiser Chair, Website Chair, Parliamentarian, Photographer, Legislative, RSVP, Ways & Means, Social Media, Bylaws, RSVP, WRS, and any other committees that are necessary to meet the objectives of HCCW. The Roundup Fund Raiser Chair will serve as a member of the Board for the Hill Country Cattlewomen Charitable Foundation.
- c. The Nominating Committee shall consist of three to five members appointed by the President. It shall be the duty of this committee to nominate candidates for the Executive Board. The Nominating Committee shall present the slate of proposed offices for vote at the regular meeting in June. Additional nominations from the floor shall be permitted. Upon the majority vote by the membership, installation of the new offices takes place immediately after the vote.
- d. Immediate Past Presidents shall be an Ex-officio Officer and will retain that title for one year.

Section 2.-Terms

- a. The elected officers shall serve for two years or until a successor has been elected. If a vacancy occurs in any office, with the exception of President, the Nominating Committee shall nominate a candidate for that office at the first meeting after the resignation.
- b. In the event of a vacancy in the elected office of the President, the First Vice President shall complete the term of office. If unable to serve, the Nominating Committee shall put forward an alternate.
- c. The Treasurer may serve for more than one term.
- d. Any officer willing to serve more than two years may do so upon approval of Nominating Committee.
- e. The Nominating Committee shall be appointed to serve for two years.
- f. The term of office shall begin after installment ceremony at the June regular meeting.

Section 3.-Elections

A majority vote of the membership present at a regular monthly meeting is required to elect officers for the coming term of office.

Section 4.-Forfeiture of Office

If an officer is absent from three (3) consecutive meetings, unless excused by the President, she shall forfeit her office.

Article VI-Duties of the Officers

Section 1.-Elected Officers

- a. The President shall preside at all meetings of the organization and be the Ex-Officio member of all Standing Committees. Prior to being nominated the candidate for President shall have served on the Executive Committee for a term of 2 years. She shall appoint the committees and Committee Chairs to serve during her tenure. She shall appoint the Chair and committee members to the Scholarship Committee. She will also serve as a Board Member on the HCCW Charitable Foundation. When necessary, she shall appoint a new member to the Board of the Hill Country Cattlewomen Charitable Foundation Board. The Executive Committee must confirm her appointment.
- b. The First Vice President shall in the absence of the President perform the duties of the President. She shall be Publicity Chairwoman and Public Relations Chairwoman. As Public Relations and Publicity Chair, she shall be responsible for selection and purchase of awards and gifts to be presented by the HCCW.
- c. The Second Vice President shall be the Beef Education Chairwoman and assume the duties of that position.
- d. The Third Vice President shall be Membership Chairwoman. She will elicit new members thru Membership drives and take new-member applications to all events. She will create Committee lists of volunteers for all standing Committees for assignment. In September, she will send the President and Newsletter Chair the updated email list from the website for membership communication. When a printed membership list is requested, she will have that list ready for members at the October meeting. She will present new members names to Executive Board for committee assignments and mentoring.
- e. The Fourth Vice President shall be the Beef Promotion and Beef Rewards Chairwoman and assume the duties of that position. Plans & coordinates community events to promote Beef to the Public.
- f. The Recording Secretary shall take minutes of all meetings and submit them to the membership for approval. Upon approval by membership, she shall send a copy of the minutes to the President for her files and to the newsletter Chair, and the website chair for posting on the website*. She will maintain a notebook of By-Law Amendments to be passed to the following Recording Secretary.
- g. The Corresponding Secretary shall receive and acknowledge all memorials sent to HCCW. She will send monies to treasurer for deposit to the Scholarship fund. She will send out notes for sympathy, get well, thank you notes and any other requested correspondence. She will notify the president and treasurer when additional note cards and envelopes are needed. She shall send copy of info to website for memorial acknowledgments.
- h. The Treasurer shall receive, collect, hold and pay out all organization monies, subject to the order of said organization. She shall keep a correct account of monies received and expended by her office and make monthly reports at the business meeting. She shall make an annual report and turn all monies over to the newly elected Treasurer at the end of her term in office. She will also serve as a member of the Board on the Hill Country Charitable Foundation.
- i. Elected Officers or Committee Chairs may appoint a co-chair to complete their duties who shall be approved by the Executive Committee.
 1. Elected Officers & Committee Chairs will use list provided by Membership Chair of members interests to serve on their committee.

*After Budget approval, President and/or Executive Board has ability to make line-item transfers when available.

Section 2.-Appointed Chairwomen

The following standing committees may be appointed by the President to serve during her two-year tenure: Ways and Means, Scholarship, Parliamentarian, Photographer, Legislation, By-Laws Chair, County Chairs, Website Chair, Women's Ranch Seminar, RSVP, Fund Raiser, and such other committees deemed necessary to carry on the work of the organization. The President may assign their duties.

Article VII-Executive Committee

The Executive Committee shall consist of the Elected Officers and the Standing Committee Chairwomen. The Executive Committee shall act in place and instead of the membership except that they shall not modify or rescind the budget or any other action of the membership. They are entrusted to carry-out any and all administrative duties, approve additional expenditures up to \$5,000 per year in order to conduct the organization's business.

- a. Should the need arise, the executive board will have the ability to conduct Virtual meetings to include teleconference or video conference.

Article VIII-Delegates

Delegates to the Texas Cattlewomen convention shall be in good standing with the HCCW and TCW.

Article IX-Committees and Their Duties

Standing Committees may be created by the Executive Committee as necessary to carry on the work of the organization.

Article X-Authority on Procedures

The By-Laws Chair at the discretion of the committee may Propose amendments to the Articles of the By-Laws if:

- a. Any member requests a change to the bylaws by submitting in writing a proposal to the Committee for consideration.
- b. The amendments have been approved by the Executive Committee.
- c. The membership has been notified in writing thirty (30) days prior to a change in the amendment.
- d. The amendment(s) changes are brought before and approved by the General Membership at the open meeting.

A majority vote is required to adopt or amend the By-Laws of an organization.

Article XI-Parliamentary Authority

Robert Rules of Order shall govern all matters not covered by the By-Laws of the Hill Country CattleWomen.

STANDING RULES

Standing Rules are those rules that concern the administration of the organization. These rules have been promulgated over the years by trial and error through multiple administrations. They may be passed, rescinded or amended by **first a majority vote of executive board. And then a subsequent majority vote by the General Membership. (Should we just require a vote by executive committee to change since these rules are administrative in nature?) Standing Rules keep continuity in the organization and allow new members to be familiar with past customs.**

1. Each outgoing President of Hill Country CattleWomen will receive a specified gift from the organization when leaving office in the month of June.
2. Dues received from anyone initially joining the organization after January 1 and before April 30th will be for HCCW membership only. Upon renewal these members will pay full dues to both the local chapter and Texas CattleWomen.
3. Upon the passing of a HCCW member, if no donation request is made by the family, a Memorial donation to the Scholarship Fund in the amount of \$100 will be made and a card acknowledging will be sent to the family. (There is a special fund to cover the cost of this from donations at the monthly meetings)
4. A sympathy card will be sent in the case of a member's death or that of an immediate family member by the Corresponding Secretary.
5. The President or her appointed delegate may receive budgeted funds approved by the Executive Board for expenses attending TCW meetings/conventions annually. (Approval prior to event)
6. An inventory of Hill Country CattleWomen's property, e.g. banners, brochures, posters, tablecloths, etc...and where they are located will be maintained by a member appointed by the President.
7. Committee Chairwomen may select a co-chair as soon as they are appointed. In the event that a chairwoman cannot attend an Executive Committee and/or General Meeting, the co-chair may attend but does not have a vote.
8. The Hill Country CattleWomen's Treasurer need not seek approval at meetings to pay bills which have been budgeted or which have been previously approved by the Board. All reimbursement forms must be signed by the President and the Treasurer.
9. Door prizes for the State Convention shall be a budgeted item not to exceed \$150 annually.
10. Hill Country CattleWomen's permanent logo (approved 2010) will be used on any and all representation, such as: printing, letterhead, envelopes, newsletters, event programs, pendants, jewelry and awards given to CattleWoman of the Year and Behind the Scenes CattleWoman, and outgoing President or other appropriate position.
11. All memorial donations go to the Scholarship Fund.

ELECTED OFFICERS

PRESIDENT

GENERAL

1. Presides at all meetings (general, executive, & board)
 - a. Board Meeting: consists of elected Officers
 - b. Executive Meeting: consists of elected Officers & appointed Committee Chairwomen
2. Knows basic parliamentary procedures.
3. Becomes knowledgeable of HCCW By-Laws & Standing Rules.
4. Has a basic understanding of the duties of all positions
5. The President has the ability to sign contracts and checks for the organization. And may delegate a committee chair that authority.
6. Chooses Standing Committee Chairwomen & Committees & gives direction & assistance to them (President is Ex-Officio member of all Standing Committees except the Nominating Committee).
 - a.
 - b. Chaplain
 - c. Historian
 - d. Legislation Chairwoman
 - e. Parliamentarian
 - f. Scholarship Committee (4 members for 1 year)
 - g. Scholarship Liaison (no term limit)
 - g. Ways & Means Chairwoman
 - h. Social Media Chairwoman
 - i. Website Chairwoman
 - j. RSVP Chairwoman
 - k. Nominating Committee
 - l. Fund Raiser Chairwoman
 - m. Appoint County Chairs & County Chair at Large (for all counties w/o chair)
 - n. Any other Committee deemed necessary
7. Calls Executive/ Board meetings as deemed necessary.
 - a. An immediate meeting after taking office which may include outgoing officers & chairwomen
 - b. Executive/board meeting minutes are recorded by Recording Secretary and a copy forwarded to President
 - c. All organizational business voted on by the Board/Executive Committee is passed to the membership
 - d. By-Law & Standing Rules are followed
8. Sends "Thank You" letters to donors & sponsors for our Fund Raiser. Chair of Committee prepares & President signs correspondence.
9. In April, President and 1st Vice President select 3 names as potential candidates for CattleWoman of the Year and Behind the Scenes CattleWoman of the Year. The President gives names to the Membership Chair for ballot distribution and vote at May meeting. Consideration for these honors include years of a member's work on committees, work on projects, participation and contributions to HCCW's goals including HCCW Charitable Foundation.

MEETINGS

10. Prepares an agenda before each meeting & sends to all Officers and Standing Committee Chairs prior to the meeting

EXAMPLE OF AGENDA:

- a.
- b. Call meeting to order & welcome members & guests
- c. Prayer followed by Pledge of Allegiance
- d. Approval of minutes from previous meeting
- e. Officers' reports
- f. Committee Chairwomen reports

- g. Announcements
 - h. Announcements from floor
 - i. Unfinished business
 - j. New business
 - k. Introduction of Guest Speaker
 - l. Adjournment
- 11.
 12. Reviews minutes from previous meeting & follow up on any unfinished business
 13. Starts meetings on time (10:30 AM)
 14. Maintains order with the assistance of Parliamentarian.
 15. Remains aware of time & discussions to avoid lengthy meetings.
 - a. Social Hour 10:00-10:30
 - b. Business 10:30-11:30
 - c. Speaker 11:30-12:00 (meeting should last no later than 12:15)
 - d. Lunch 12:00

BUDGET

16. Each Elected Officer or Standing Committee with a line item on the budget will complete a Budget Recap form (on the website) of the past year's monetary allocations and expenditures.
 - a. This form includes all expenditure and reimbursements submitted to the Treasurer.
 - b. All reimbursements from Texas Cattlewomen
 - c. All profits from efforts when applicable
 - d. Requests for additional monies for projected project.
 - e. This form will be sent to the President and the Treasurer by May 1st.
17. The President and the Executive Board will review these forms to create the proposed budget for the following year.
18. Reviews monthly budget report from treasurer; maintains knowledge of expenditures; has knowledge of accounting record procedures & forms submitted to IRS for the organization
 - a. Executive Committee approves a proposed budget for the next fiscal year which is presented to the membership for approval at the last meeting of the calendar year and voted on by membership at September meeting. This will allow outgoing experienced Board to propose following year Budget and incoming new Board (every 2 years) to amend as necessary to fund any new projects.

RECORD KEEPING

Use Website as an archive

19. Maintains a notebook of information relating to each aspect of presidency (correspondence, minutes, activities, newsletters, scholarship information, annual events, TCW contact information) These may be used by incoming president as reference
20. Keeps an annual archive of minutes from monthly meetings, Executive/Board meetings, & budget reports.
21. Passes permanent records to next elected President with all correspondence to and from the IRS: organization's application & approval for tax exemption as a charitable 501(c)6 organization status & all amendments to the By-Laws of organization

NEWSLETTER

22. Appoints a Chairwoman to do the newsletter & proofs it before it is sent to membership

TCW RESPONSIBILITIES

23. Attends TCW Board of Directors meetings if possible (as President of HCCW you are a member of the TCW State Board of Directors)
24. Attends TCW Conventions if possible
25. Becomes a member of American National CattleWomen (annual dues \$50) (paid by HCCW); may contact TCW President or go to ANCW website for membership form

26. Reminds Standing Committee Chair Women of TCW Beef Activity Reports that are required within 30 days of activity/event. Treasurer shall prepare the TCW expense that includes receipts. Any reports are also forwarded to the President.
27. Prepares a Spring and a Fall Chapter Activity/Event Report to be presented at the TCW conference or sent via email if unable to attend. (Includes all activities HCCW participated in for the period)

ADDITIONAL GUIDELINES FOR PRESIDENT

- Reminds the membership of the goals and activities of HCCW & encourages participation
- Is judicious when choosing members to serve, making sure they are aware of their responsibilities & are able to carry them out in a competent way following our guidelines for that position
- Committee must meet and select scholarship recipients prior to June meeting
- Scholarship recipients shall be announced at the June general meeting.
- Makes decisions in the best interest of organization using established By-Laws & Standing Rules at all times
- Maintains an inventory of HCCW Logo stationery for correspondence (may be ordered by current Treasurer)
- Keeps in mind we are a non-political organization & cannot endorse any candidate or party as a 501(c)6

1ST VICE PRESIDENT

1. Presides at meetings in absence of the President
2. Submits news articles, pictures & announcements of HCCW activities to local newspapers
3. Submits activities & pictures of our activities for Quarterly TCW Newsletters can post to TCW website
4. Prepares a Spring and a Fall Chapter Activity/Event Report to be presented at the TCW conference or sent via email if unable to attend. (Includes all activities HCCW participated in for the period)
5. Coordinates with area chairwoman/hostess of monthly meeting for all meeting information. Makes sure that Meeting Form & Contract Form for meeting is received by 1st VP for Newspaper article and website chair 2 months prior to meeting so that the website and members are put on notice for whereabouts and for RSVP's.
6. Notifies membership in the monthly newsletter of meeting location, date, time, speaker, luncheon price and contact for reservations (RSVP takes reservations unless otherwise stipulated for that month)
7. Emails area newspapers with meeting date, location, guest speaker, etc. This must include contact information.
8. Maintains sound system for organization (includes storage, transport & setup when needed). Inquires of area chairwoman if needed for monthly meeting
9. Carries and sets-up HCCW Banner at appropriate site at Monthly meetings
10. Prepares and sends ballots for Cattlewoman of the Year & Behind the Scenes Cattlewoman of the Year from 3-person list that President & 1st VP determine.
11. She sends ballot to membership and/or provides ballot at the May meeting for vote with the completed ballots going to previous year's recipients for the vote count.
12. Purchases any awards & gifts for the organization (includes gift bag for speakers, logo pendants for Cattlewoman of Year and Behind the Scenes Cattlewoman, bracelet for outgoing President and 100% attendance awards.)
13. Fills out the Annual Budget Form for all expenditures and reimbursements for the year to submit at budget work meeting.

2ND VICE PRESIDENT/BEEF EDUCATION

1. Maintains an Education Schedule with names of contacts for each event, filling in details of HCCW participation
2. Solicits volunteers from membership for all County Ag Days & LBJ Ag Days
3. Orders materials for each Beef Education event from Texas Beef Council (coordinates with volunteers in counties for numbers & shipping location)
4. Maintains a directory of County Extension Agents in our 14 counties & makes contact each year before the 4-H Food Shows for information on date & location of the event in each county (generally these occur in October-November)

5. Solicits volunteers to present HCCW awards to winners of 4-H Food Show Best Beef Dish in participating counties (makes arrangements with Treasurer for cash awards & has "Best Beef Dish" certificates printed as needed)
6. Submits a Quarterly Report to President and TCW of all our Beef Education activities
7. Submits an Annual Activity Report to HCCW President for her Annual Activity Report to TCW (due to HCCW President by **September 15**)
8. Fills out Budget Form for all expenditures and reimbursements for the year to submit at budget work meeting.

3rd VICE PRESIDENT/MEMBERSHIP

1. Promotes new members & maintains a complete & up-to-date membership list which includes Name, Mailing Address, Phone Number(s) & Email (this list is to be forwarded to HCCW President, Treasurer, and Newsletter Chairwoman)
2. The membership Shall have 3 members to help with her responsibilities.
3. The 3rd VP or a committee member will add new members to the website and update status of members on the website. She shall maintain a complete membership list by updating the website list.
4. At the September meeting, the Chair will distribute a member information sheet for all active members to complete to elicit information for committee assignment. Any members not present will be sent a sheet by email. Upon request by a Supportive Member, she can include their name for assignment.
- 5.
6. Encouraging and mentoring New Members is paramount.
7. The chair will then create a list for each committee, county chair, events, or projects and list the names of the members who indicated an interest.
8. These lists will be distributed to the appropriate chairs to select members for assigned tasks.
 - a. She will encourage all members to contribute a minimum of 8 hours of service annually to HCCW
9. If a member does not pay dues online, she will create a list of annual dues payments that indicate:
 - a. Name
 - b. Type of membership: active, supportive, corporate, junior, or honorary
 - c. Amount paid
 - d. Any information update or change
10. She may update membership status on website when members pay by check
 - b. Adds a transaction to member to change status from inactive to active
 - c. Adds new members to website when needed
11. Works with a RSVP committee to assure accurate attendance for general meetings.
12. Keeps accurate roster of responses & payments with all dues' payments forwarded to the Treasurer
13. Creates Printed Directory of Members (when requested)
14. Orders Name Tags for members
15. Brings blank nametags for guests to each general meeting.
16. Sends the State Roster to Treasurer so she can send with a check for the dues to TCW (deadline is November 30 for TCW Dues)
17. Prepares Texas CattleWomen Membership Form to be sent with State dues (see attached spreadsheet for format of what is to be sent with TCW dues)
18. May organize a Fall and Spring Social or appoint a committee to do so.
19. Sends out in early **April** a dues reminder to the membership (Dues are to be paid on or before July 1)
20. Boot Camp every two to three years when we have 6-8 new members. This event occurs during the summer and is a one-day event with the Executive Board serving as faculty. The purpose is to introduce all the good works that HCCW is involved in during the year. This includes the committees, activities, AG days, WRS, and fund-raising efforts. This is a fun-filled activity driven educational day focusing on building friendships and fellowship.

4TH VICE PRESIDENT/BEEF PROMOTION & Beef Rewards

1. Plans & coordinates other ways to promote Beef to the Public. Examples of past projects:
 - a. Fredericksburg Light the Night Parade

2. Plans, coordinates, and proposes new projects & avenues to promote the beef industry
3. Prepares a report of Expenses, Number of members who worked each event (each event chair should handle), an approximate number of people reached/served to be given to the President for her Annual Activity Report to TCW (Due no later than September 15)
4. Gives a report of each event to the membership in both the Monthly Newsletter & at monthly meetings.
5. Use of beef in the diet through fun activities such as:
 - a. High School Family Consumer Science class
6. Maintain a list of contact information from previous activities for future Beef Rewards chairs.
7. Beef Rewards activities falls under the HCCW Foundation prevue. These activities include:
 - a. Donations to Local Food Banks: Hill Country Veteran's Center Food Bank, San Saba Ministerial Alliance Food Pantry, Johnson City Christian Food Pantry, Menard Community Center Food Pantry, Llano Food Pantry, Hill Country Daily Bread Ministries, Mason Community Kitchen, and Kimble Meals on Wheels. The HCCW Foundation may contribute to any local needs as arise for disaster relief, etc.
 - b. Hamburger Feed at the Hill Country Youth Ranch in Ingram.

TREASURER

1. Receives all organizational funds, keeps complete records of income & expenses utilizing software on HCCW laptop & keeps an up-to-date backup of these records
2. Deposits all monies into the correct account in a timely manner
3. Pays all bills submitted with receipt/invoice within 30 days of receiving
4. Reconciles monthly Bank Statement with software. Emails copy of reconciled Bank Statement to President.
5. Maintains files containing all statements, invoices and record of payments.
6. Works with Fund Raiser Chairwoman on Final Fund Raiser Report to present to President and Membership an accounting of monies raised including:
 - a. Income from: raffle, silent auction, live auction, ticket sales, table sales, cash donations, and any other income
 - b. Expenses from: raffle, silent auction, live auction, ticket purchases, programs, decorations, caterer, facility, music, and any other incurred expenses
7. Sends out letters with applicable forms to colleges, universities, and trade schools of scholarship recipients along with appropriate scholarship funds/checks
8. Assists President & Board in creating a Budget. The Executive Board must approve the budget by a majority vote prior to submitting Budget to the membership at the June meeting (annual budget for the upcoming fiscal Year will be voted on by the membership at the September meeting)
9. Prepares and submits to accountant necessary electronic bookkeeping files for filing with the IRS the **beginning of July** following the end of the Fiscal Year on June 30 and notifies President that this has been done. Including:
 - a. List of current officers with terms
 - b. Electronic Accounting files
 - c. Last monthly bank statement from all accounts
10. Requests IRS required W-9 forms from all vendors. **Each January**, using an accounting software, prepares 1099s for vendors paid over \$600 in previous **CALENDER** year
11. **By November 30**, submits membership report to Texas CattleWomen (TCW) including membership dues

GENERAL NOTES

- Income for General Fund comes from membership dues, fundraiser, and sale of items by Ways & Means, etc.
- Income for Scholarship Fund comes from memorials and annual fund raiser
- All records, as required by the IRS, should be kept and maintained for seven (7) years.

- A bookkeeping software package and HCCW laptop are for HCCW records only and will be passed to next Treasurer and updated as needed
- Treasurer shall work with the Fund Raiser Chairwoman, Ways & Means Chairwoman and other CattleWomen as needed to maintain credit card readers and credit card payment system.

RECORDING SECRETARY

1. Keeps accurate minutes at all HCCW meetings (monthly, Board & Executive)
 - a. Include all proceedings of meeting
 - b. Record name of members who introduce motions & second the motion & motion outcome
 - c. Be able to produce reference information if called upon from previous meeting
2. Posts minutes from previous meeting in Monthly Newsletter sent to membership for approval or correction at the monthly meeting. Minutes shall be posted on Website
3. Furnishes copy of minutes of all meetings to President as soon as possible
4. Maintains a Notebook of By-Law Amendments
 - a. By-Law will be recorded followed by the amendment
 - b. Amendment must be dated & signed by Recording Secretary
 - c. Notebook is to be passed to next Recording Secretary
 - d. Notebook is a permanent record of all By-Law changes for the organization

CORRESPONDING SECRETARY

1. Receives and acknowledges all memorials sent to HCCW (use HCCW logo stationary)
 - a. Sends a card acknowledging memorial to family of the deceased
 - b. Acknowledges receipt of memorial to donor and reports to Website for acknowledgement
 - c. Enters information of donation into Memorial Notebook with donor's name & amount received
 - d. Sends check to Treasurer promptly for deposit into Scholarship/Education Fund
2. Sends out notes for sympathy, get well, thank you, and any other requested correspondence required
3. Notifies the President & Treasurer when additional note cards & envelopes are needed
4. Stays current on status of membership & is timely with all correspondence
5. Serves as the HCCW Inventory Manager (keeps HCCW items and is responsible for keeping records of their issue & return)

APPOINTED OFFICERS

LEGISLATION CHAIRWOMAN

1. Keeps informed of pending rules, regulations, and legislation at the local, state and national levels that will have detrimental effect to our BEEF industry and PRIVATE PROPERTY RIGHTS.
2. Presents informational materials to the membership in the monthly newsletter & at the monthly meetings.
3. Maintains contact with the State & National Legislative Chairwomen. Utilizes all BEEF industry & PRIVATE PROPERTY RIGHTS sources (i.e. State & National Cattlemen Associations, Farm Bureau, The American Stewards of Liberty, etc.) to keep informed of current issues.
4. Sends to President any issue that needs immediate action by the membership for approval to be sent out to the membership via email. The President will see that it goes to the person responsible for doing organization emails.
5. Hosts the January meeting. This includes arrangements of location, luncheon & speaker. Assistance may be given if needed by other members and the executive committee.

PARLIAMENTARIAN

1. Sees that the business of the organization is carried out in proper order at meetings using Roberts Rules of Order & HCCW By-Laws.
2. Advises the President on points of order.
3. Guides organization in any proposed By-Law changes.

WAYS & MEANS CHAIRWOMAN

1. Oversees the sale of all items sold by HCCW
2. May design one t-shirt each year which is made available for special order to members. (this is a pay before you order item).
3. May facilitate the order of personalized aprons worn at Women's Ranch Seminar and similar events.
4. Sees to the ordering of items to be sold when needed, looking for new ideas & competitive pricing of these items (new items must be approved by the executive committee before their purchase)
5. Carefully consider the profitability prior to purchases.
6. Sets up items to be sold at Fund Raiser, monthly meetings, & any other events the organization approves for their participation
7. Maintains records to aid in decision making for items to be sold (which items sell best, numbers, etc.)
8. Turns in monies to Treasurer when deemed necessary; a cash amount of approximately \$100 in change should be kept for use at meetings or events
9. Maintains a record and works with Treasurer to pay annual state sales tax; to be paid to the State each January for previous calendar year of January 1 through December 31. Note: State's calendar year does not correspond with HCCW's year)

SOCIAL MEDIA CHAIRWOMAN/WOMEN

NEWSLETTER & EMAIL

1. May use personal email or email from website
2. Receives from Membership Chair and maintains a current list of members with email and mailing addresses.
3. Reminds all Officers & Committee Chairwomen to submit a Newsletter entry no later than 25th prior to each meeting month
4. Puts the Newsletter together and sends to the President for proofing before sending to membership
5. Sends proofed Newsletter by first of each meeting month to the membership via email or by mailings (for those without email)
6. Emails are to be sent **bcc** so that the addresses are not available to all those receiving the Newsletter
7. Sends a copy of monthly Newsletter to TCW President & TCW Corresponding Secretary

FACEBOOK

1. Coordinates and monitors HCCW Facebook page
2. Keeps FB page updated with all current HCCW activities and events
3. Posts only information with direct relevance to HCCW, TCW or TBC.

WEBSITE CHAIRWOMAN

1. www.hillcountrycattlewomen.org is the official website of Hill Country Cattlewomen
2. The mobile app for telephones is www.hillcountrycattlewomen.org/mobile
3. Email addresses for officers will be made available upon request such as:

- a. President@hillcountrycattlewomen.org
 - b. 1stVP@hillcountrycattlewomen.org
4. She coordinates and helps design HCCW website
 5. She may contract with outside vendor to perform needed changes, editing, modifications as needed if no member can assist or perform the necessary tasks
 6. She will set up administrative capabilities to the Officers and Committee Chairs as needed
 7. The Chair or vendor will post all content provided by the Executive Board to appropriate website components
 8. Does not provide content but rather receives information from each committee and posts it on the website.
 9. Keeps website updated with all current HCCW activities and events
 10. Works with Fund Raiser and Women's Ranch Seminar Chairwomen to post logos of all sponsors.
 11. Works with Scholarship Chairwoman to keep all scholarship information and application information current and available for download.
 12. Trains members to assist with data-entry to maintain website

WOMENS RANCH SEMINAR CHAIRPERSON

1. Put together an educational seminar for the purpose of providing educational resources for ranching women.
2. Organize and create a volunteer Team to make decisions do the following tasks:
 - a. Location & Date
 - b. Sponsorship
 - c. Speakers
 - d. Website & Advertising
 - e. Exhibitors & Vendors
 - f. Registration, Catering, Welcome Bags & Materials
3. Ensure that this educational event is at no cost to attendees due to the following reasons:
 - a. Texas Beef Council cannot donate food & items if HCCW charges attendees
 - b. A service to the Women Ranchers in our area, a way to give back
 - c. Sponsors typically have money set aside for educational events that will not compete with donations for fundraisers.
4. Maintain a budget set by the Executive Board and with money secured through Sponsorship.
5. Fill out TCW paperwork following the event.

CHAPLAIN

1. Opens each monthly meeting of HCCW with a prayer & other HCCW gatherings when deemed appropriate.
2. Leads Pledge of Allegiance and Texas Pledge at each monthly meeting

PHOTOGRAPHER

1. Keeps annual history of HCCW activities by collecting news articles, pictures, letters, programs of events, etc.
2. Takes pictures of the following for the website, the newsletter and for the newspaper articles to include in the **HCCW Scrapbook Tab on website**
 - a. Monthly meeting pictures
 - b. Officers & Chairwomen
 - c. Cattlewoman & Behind the Scenes Cattlewoman of the Year
 - d. Annual Fund Raiser
 - e. All HCCW Beef Education & Beef Promotion events (Food & Wine Fest, County Ag Days, Best Beef Dish Winners, etc.)
 - f. If unable to attend any event, ask a member to take photos
3. Encourages membership to participate in collecting items to be used in the scrapbook tab on website by taking pictures, collecting articles, etc. (Each item submitted must be accompanied by names, dates, & location of event)

4. Passes on information &/or pictures to Secretary or Social Media Chair for use in the HCCW newsletter.

COUNTY CHAIRWOMAN

1. Serves as point of contact for her county, encourages members in her county to attend meetings and participate in HCCW events with an emphasis on new members participation.
2. She may encourage new member participation by sending email meeting reminders and carpooling.
3. She will use membership directory to determine all HCCW members in her county.
4. She will use that list to contact members for Ag Days participation and any addition projects as needed.
5. Sets up monthly meeting when held in her county- Sends information to Website Chair 3 months in advance
 - a. Reserve's location (no outside meetings in September or June)
 - b. Uses the HCCW Contract to contract a meal with the caterer and receives W-9 from caterer (**must send copies to Treasurer prior to meeting**)
 - c. Asks caterer to have receipt prepared for the Treasurer at the meeting; caterer will be paid after meal
 - d. Sets up speaker for meeting (No speaker at June meeting nor guests without President's approval)
6. Sends all meeting information to 1st Vice President before 1st of month (for newsletter entry)
7. Helps in taking pictures of her meeting for the website and Facebook.
8. Organizes & sets up any decorations for the monthly meeting (No decorations are required & any cost of decorations will not be reimbursed by HCCW)
9. She will use membership lists from her county
10. County Chair at Large will serve as chair for any county that do not have a chair.

NOMINATING CHAIRWOMAN / COMMITTEE

1. Becomes knowledgeable of position duties & what is expected from each officer
2. Evaluates candidates for nomination, looking at abilities & responsibilities needed to perform the position
3. Contacts & informs prospective nominees of duties of proposed office & asks for acceptance to the position by each prospective nominee.
4. Sends a copy of the duties of that office to each prospective candidate to review prior to candidate accepting nomination. Nominee must sign statement that they have read and understand duties.
5. Announces officer nominees to HCCW membership in the June Newsletter. (General membership attending the June meeting will vote to confirm nominations).

NOTES

- Nominating Committee selects a slate of officers every 2 years
- Committee is selected by the President
- Committee consists of 5 members
- Identity of members of Committee is not announced to the membership
- New slate of officers will begin their term at the June meeting

Bylaws Chair

1. **The Bylaws Chair will select 3 members to serve on her committee. The Residing President will also serve on the committee but is not required to attend all meetings.**
2. **This committee will review any changes made to the bylaws when need arises, the executive board requests, or when a membership sends a written request.**

3. All proposed Bylaws changes or Standing Rules changes will be presented to the Executive Board for approval.
4. Upon approval of the Executive Board, the proposed changes will be sent to the members by email or presented at the next general meeting.
5. The presentation of proposed changes must take place 30 days prior to a vote on the changes.
6. After 30 days, with a majority vote at the general meeting, the proposed changes are entered into the minutes and go into effect.
7. The Chair will send a copy to the President and the Website Chair. The website chair will make or direct all changes to the website to effect compliance.
8. At the beginning of each voting year the chair will send a copy of the bylaws to incoming Executive Board members or direct their attention to the website for new Board members to familiarize themselves with.
9. If at any time during the year it is brought to the attention of the Bylaws Chair that any Executive Board member is not following the rules, she will send an email to that member referencing the relevant Bylaw and cc the President.
10. Any HCCW member may email the Bylaws Chair if they feel that the Bylaws are not being followed.

RSVP Chair

1. This committee works with the County Chairs & Treasurer to get an accurate head-count for General Meeting meals.
2. Monthly Meetings RSVP's
 - Sends a reminder email to general membership two weeks prior to monthly meeting to have members RSVPs
 - Checks website for RSVP's
 - Receives RSVPs by email or phone from non-tech members
 - Prints list of attendees for the Monthly from the website and sends a copy to Treasurer & President
3. Contacts County Chair one week prior to the meeting to provide a head count for the caterer.
4. Provides Membership Chair with names of members who have perfect attendance at General Meetings
5. Handles RSVP's for Women's Ranch Seminar & keeps the President & event Chairs up-to-date
6. Maintains list of attendees for Fundraiser. Works with Fundraiser Chair for attendee's list & ticket sales
7. Handles any and all functions that require RSVP's

These rules will be reviewed and adopted or revised annually by the new Board and if any changes are in order, they will be brought before the membership for a vote.

HCCW Charitable Foundation

SCHOLARSHIP COMMITTEE:

1. The Scholarship Committee, consisting of one chairwoman and four members, will serve on committee for one year. All members of this committee are appointed by the President of HCCW.
2. One or more member(s) shall serve as a carry-over for the next year. It is preferred but not necessary that a carry-over member to be selected by the President as Scholarship Chairwoman for the following year.
3. If there are less than 3 committee members present to rate the scholarship applications, the President or 1st Vice President, or any officer appointed by the President shall sit on the committee for the selection process. In order to maintain integrity of the vote, the chairwomen of this committee will neither vote nor influence the vote as she is the sole member with the knowledge of the identity of the applicants.

High School Recipients will be awarded a Certificate at their respective Graduation Ceremonies. Winners will be announced to HCCW membership in a summer newsletter and the next meeting of HCCW. Pictures of winners will be published in local newspaper with scholarship awards. Pictures of recipients will be used in annual fundraising efforts

SCHOLARSHIP CHAIRWOMAN

1. Work with Social Media Chair to update the website to include:
 - a. Replace contact person, email etc with your name
 - b. Update poster on website to reflect last year's scholarship amounts, dates etc.
 - c. Your budget is \$250 unless updated
 - d. Contact committee members for responsibilities
 - e. Review any updates that may be needed for upcoming yearbook
2. Prepare Scholarship Posters on Colored Paper – Give to Ag Day Chair & County Area Chairs
3. March – Send articles to Newspapers & Distribute Posters to Feed Stores, Churches, Agri-life Offices, County Agents, Supermarkets, etc.
4. Remind members at monthly meetings to get the word out

Upon Receipt of Applications by Chair

1. Number the envelope upon receipt
2. Send applicant an email confirming receipt of Application
3. Confirms receipt of Application by required date or discards applicant file for consideration
4. Completed & signed application – verify information including hours & grades
5. Transcript – Texas University
 - i. Official, stamped
 - ii. 60 hours, GPA 2.8
 - iii. 12 hours each semester
 - iv. Grades reflecting spring semester
6. Applicant – US citizen & resident of one of our 14 counties
7. Recommendation letters
8. Complete a Cover Sheet & attach
9. If any application is lacking in the above criteria, make a note on envelope, and explain to committee exclusion from consideration to committee.
10. Redact all names of applicants and any identifying information prior to presentation to committee. Anonymity of application process is important due to the small-town communities that our organization serves.

Committee

1. Review & Score with Score Sheet (don't worry about #'s too much)
2. Shall consider amount of scholarship monies determined by the board that are available.
3. Each member place Score Sheets in order from best to least deserving
4. Discuss with each other
5. Award all scholarships only if applications received are deserving.
6. Determine, if available, additional scholarship to deserving applicant (the discretionary scholarship)

Upon determination of awards Chair will:

1. Type a list of Awards & Regrets
2. Indicate amount of scholarship, name of recipient, University, degree, email, and Student ID#
3. Total Scholarship amount
4. List of Regrets below – names only
5. Send a copy to President and the website chair
6. Send Awards & Regrets Letters
7. Upon receipt of emailed Picture, thank you note & parent's names, verify on list
8. Upon list completion of verified list, send to Treasurer so that she can send monies to
9. universities.
10. Send copy of list and pictures to Fund Raiser Chair, Women's Ranch Seminar Chair and Historian.
11. Give thank you notes and copy of pictures to yearbook person.
12. Write articles for each recipient to their respective newspapers with a general article for any additional counties.
13. Announce recipients at next meeting
14. Retain copies of applications for one year for referral at next year's Committee meeting
15. Identify person to chair the next year's Scholarship Committee

HCCW SCHOLARSHIP RULES

1. Scholarship shall be awarded annually under the guidelines of the Hill Country Foundation guidelines. **No Scholarship amount less than \$1,000 may be awarded.** Any Scholarship Memorial donations for the year will be added to this amount. Memorials made after Scholarships awarded will be automatically added to next year's funding. Scholarship awards are open to all majors including Trade School applicants. Priority may be given to agriculture majors but all majors are considered. Previous HCCW scholarship winners may also be considered.

Scholarship recipients who've received the highest monetary award may apply but will not be eligible for top award. Scholarships will be awarded for **Texas Colleges and Universities only**.

2. Applicants must be a U.S. Citizen, and be a **resident of one of the following 14 counties**: Bandera, Bexar, Blanco, Edwards, Gillespie, Kendall, Kerr, Kimble, Llano, Mason, McCulloch, Menard, Real, or San Saba.
3. Applications may be downloaded from our official website, www.hillcountrycattlegirls.org
4. The first category of monies will go to:
 - High School Applicants attending a Texas College or UniversityThe second category of monies will go to:
 - Career & Technology Education (CTE) ApplicantsOne Scholarship in the amount of \$5,000 will go to:
 - A University student Jr's & Sr'sAn additional in the amount of \$2,500 (if funding is available) will be a discretionary scholarship determined by the committee. This could be hard-ship, exceptional applicant, Honorary Award for named HCCW member etc
5. Graduating High School Seniors or GED equivalent – Eligibility Requirements:
 - a. Proof of High School Graduation or GED
 - b. Must be entering a university or college following fall.
 - c. Applicants must be U.S. Citizen & resident of one of the 14 HCCW counties
 - d. GPA of 3.0
 - e. Extracurricular Involvement considered
 - f. Community Service Considered
6. Career & Technology Education (CTE) Applicant – Eligibility Requirements:
 - a. Proof of High School Graduation or GED
 - b. Applicants must be U.S. Citizen & resident of one of the 14 HCCW counties
7. University Applicants
 - a. Must be enrolled in a Texas University or College
 - b. Must have **60 college hours or more** and be a college level junior or senior at the time of application.
 - c. The student must maintain a schedule of **12 hours minimum and a GPA of 2.8**.
 - d. Participation in community and college level activities will be considered.

All Applicants must provide:

- a. A completed Scholarship Application following all instruction in the application and **most importantly a timely submission (applications received after due date will not be considered)**
- b. **Official Transcript (must reflect spring semester completion and grades)**
- c. Two recommendations
- d. A photograph
- e. Sign a release for use of their name and awards for website, yearbook and fund-raising purposes
- f. Upon receipt of application, the Scholarship Chairwoman will contact applicant to verify receipt. An award or denial notification will be sent subsequent to applicant deliberations. Scholarship recipients must accept award according to instruction and by the deadline date indicated in award communication.
- g. The Scholarship chair will redact or white-out the applicant's names in the documents prior to sharing with committee members to ensure anonymity.
- h. Scholarship funds will be released (contingent upon receipt of the aforementioned items) to the college or university address on the original application, with funds to be used for tuition and fees only. The scholarship funds may be applied to any semester as needed during the academic year for which it is awarded.
- i. The Scholarship Committee members who review and score the applications shall have sole discretion in the selection of scholarship winners. Family members of the committee are not eligible to apply.

FUNDRAISER CHAIRWOMAN

1. Plans & organizes the Annual Fund Raiser; planning begins in July after the final breakdown of the prior Fund Raiser is complete
 - a. Contract's location for event date in July (**needs to be done as soon as possible to secure date**). May sign contracts for event after Board approval.
 - b. Gathers information on caterers & possible menus to present to Executive Committee for approval (**must be aware that ALL fees must be included with the cost of meal to determine an accurate cost/person**);
 - c. Gathers ideas for bands & their cost for the event to present to Executive Committee (**needs to be done soon after last event to secure date**). Must secure cost of band approval from Executive Committee (not selection of band).
 - d. Solicits & appoints chairwomen for:
 - i. Publicity
 - ii. Ticket Sales & Poster Distribution
 - iii. Decorations
 - iv. Table Sales
 - v. Sponsors (keeps record of all sponsors with contact info & sends to President & Website Chairwomen)
 - vi. Raffle (keeps accurate record of items donated, their value & donor contact info & sends to President)
 - vii. Silent Auction (keeps accurate record of items donated, their value & donor contact info & sends to President)
 - viii. Live Auction (keeps accurate record of items donated, their value & donor contact info & sends to President)
 - ix. Programs, Banner(s) & Posters
 - x. Any other chairwomen that may be needed
- *All Chairwomen may solicit help in carrying out their aspect of the event*
2. Oversees the planning for the event by calling meetings with Chairwomen to discuss progress & any things that need resolution; needs to be done several times to ensure all aspects of Fund Raiser are being covered
3. Oversees & organizes set up for the event
4. Keeps accurate records of all bills, receipts, monies accumulated before & during the event from appointed Chairwomen (i.e. cash donations, sponsors, table sales, ticket sales, auctions & raffle)
5. Coordinates with Treasurer for accurate Final Breakdown of Income & Expenses of Fund Raiser to be presented to the President & membership.

BEEF REWARDS CHAIRWOMAN

update

1. Promote and encourage the use of beef in the diet through fun activities such as:
 - a. High School Family Consumer Science class participation
 - b. Beef cooking demonstrations/recipes
 - c. Elementary or middle school essay or art contest
 - d. Beef for Father's Day
 - e. Beef for Mother's Day
 - f. Serving a beef lunch to Veterans.
2. Maintain a list of contact information from previous activities for future Beef Rewards Chair