

## ICF Branch 380 Committees

- ❖ Must meet at least one time for planning purposes. Further planning may be handled offline.
- ❖ Must have representative at monthly Board Meetings to report progress when necessary.
- ❖ Responsible for coordination to completion of each sponsored program/event.
- ❖ Responsible for communicating to President proposals for programs/events to add to calendar.
- ❖ Responsible for communicating upcoming programs/events to General Membership at monthly meetings.
  
- **Charitable Works:**
  - Coordinates at least one religious program for a General Membership Meeting.
  - Manages ICF Apostolate/Charity Program (i.e. forms handed out to members and compiling of branch report to be sent to Central Council)
  - Finds ways to support the religious, spiritual, and charitable aspect of the ICF organization.
  - Keeps General Membership informed of various religious, spiritual, and charitable programs happening at the parish/diocesan level.
  - Responsible for sending Get Well Cards, Mass Cards, and Sympathy Cards to members.
  - Updates General Membership on which members need prayers, etc.
  
- **Fundraising**
  - Oversees all fundraisers in the ICF.
  - Develops ideas for Branch fundraisers that meet with goals of yearly budget.
  - Representative from St. Joseph Table and other major fundraisers are part of this committee (i.e. Bake Sale, Bocce, Conejo Valley Days).
  - Develops proposal that outlines fundraisers for the year for General Membership to vote upon.
  
- **Heritage**
  - Coordinates at least one heritage program for a General Membership Meeting.
  - Responsible for a short monthly heritage presentation during the business portion of the meeting.
  - Coordinates at least one Special Event relating to heritage. This may be done jointly with the Social Committee.
  - Updates General Membership on various heritage events sponsored in the area.
  - Finds ways to support the heritage aspect of the ICF organization.
  
- **Membership**
  - Finds ways to bring in new members.
  - Finds ways to retain membership – keep members coming back.
  - Follows up on members who have dropped off or lapsed in their membership.
  - Provide welcoming atmosphere at General Meetings and Branch sponsored events.
  - Supports other Committees to ensure that programs/events promote community.
  - Responsible for yearly Nominations and Elections of Officers.
  - Announces all new members and works with Sentinel to announce visitors at General Meetings.
  
- **Social**
  - Coordinates at least two special events for the year.
  - Assists in planning/set-up for the annual Adult Christmas Party and Family Christmas Party.
  - Coordinates at least one special event designated for members with children for the year.
  - Supports Heritage Special Event.
  - Updates General Membership on other ICF sponsored social events (i.e. Central Council events, other local branch events).