



# Official Epistle of the Dry Creek Sertoma Club

8:00 am Meetings, 1st Wednesday at Toast, 3<sup>rd</sup> on ZOOM  
2630 W. Belleview, Littleton and/or on ZOOM  
Lunch Bunch Meetings, 2nd Fridays, 11:30 am  
at Various locations and/or on ZOOM



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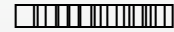
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## Officers & Directors 2022-2023



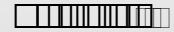
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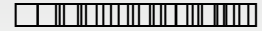
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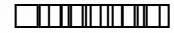
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The following information is taken from our Bylaws. It outlines the basic responsibilities of the core board members.

**ARTICLE VI – Officers.**

Section 1. The officers of the organization shall be the President, Vice Presidents, Treasurer, and Secretary. The officers shall hold office for one year and shall be eligible for re-election.

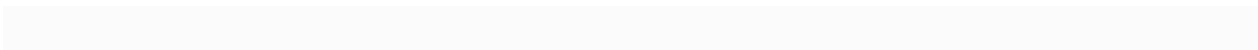
**Section 1. - Duties of Officers.**

**A. President** shall preside at all meetings of the organization and shall see that the business of the organization is conducted in accordance with the Bylaws. The President shall also see that the organization complies with all applicable laws and regulations.

**B. Vice Presidents** shall assist the President in the management of the organization and shall perform such other duties as may be assigned to them by the President.

**C. Treasurer** shall be responsible for the financial affairs of the organization and shall keep accurate records of all income and expenditures. The Treasurer shall also be responsible for the collection of dues and the payment of bills.

**D. Secretary** shall be responsible for the maintenance of the organization's records and shall see that all minutes of meetings are properly recorded and distributed to the members. The Secretary shall also be responsible for the preparation of reports for the members.





The following information is taken from our Policies. It outlines the basic responsibilities of each committee.

**ARTICLE V – Committees.**

**Section 1. Leadership Training.** The Board of Directors shall ensure that all members of the organization receive appropriate leadership training and education to enable them to effectively carry out their duties and responsibilities.

**Section 2. Committees Appointed.** The Board of Directors may appoint committees to carry out specific tasks or projects. The Board shall determine the composition, terms of office, and responsibilities of each committee.

**Section 3. Committee Reports.** Each committee shall submit a report to the Board of Directors at the next regular meeting, detailing the committee's activities, findings, and recommendations.

**Section 4. Executive Committee.**

**A. Composition.** The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and such other members as the Board of Directors may determine.

**B. Responsibilities.** The Executive Committee shall be responsible for the day-to-day management of the organization and for implementing the policies and programs approved by the Board of Directors.

**Section 5. Finance Committee.**

**A. Composition.** The Finance Committee shall consist of the Treasurer and such other members as the Board of Directors may determine.

**B. Responsibilities.** The Finance Committee shall be responsible for reviewing and recommending the annual budget, monitoring the organization's financial performance, and ensuring the proper management of the organization's assets.





**Section 6. Membership and Growth Committee**

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**Section 6.a. Awards and Incentives Committee**, under the supervision of the VP of Membership shall promote the Sertoma, Inc. club honoree awards program. This committee, in coordination with the President, shall be responsible for selecting the Dry Creek Club Service to Mankind award honoree, Sertoman of the Year award honoree and the Club’s Distinguished Secretary of the Year award nominee. Furthermore, this committee will obtain information about each candidate in order to write a presentation about each award winner for submission to the District Governor. This committee will also be responsible for providing any recognition plaques, certificates, or any other item for the award winners. Membership should include at least two additional members of the club. Reports will be provided to the Board as needed.

**Section 7. Program Committee**, under the supervision of the Vice President of Programs as designated by the President, shall arrange for programs and entertainment for regular meetings of the club. Membership should include at least two additional members of the club, and will meet as required to fulfill its responsibilities. Reports will be provided at each Board meeting.

**Section 8. Sponsorship Committee**, under the supervision of the Vice President of Sponsorship as designated by the President, shall plan and implement service projects and/or recommend philanthropic support of Sertoma hearing health programs in the community, as well as evaluate other requests for service and philanthropy in the community. This committee shall review requests for donations, local charities and nonprofits. It shall have general supervision over the sponsorship funds. This committee would also encourage members to donate to the Sertoma Annual Fund. Membership should include at least two additional members of the club, and will meet as required to fulfill its responsibilities. Reports will be provided at each Board meeting.





Hope you enjoyed this orientation information.

**Section 8.a. Inter-Club Relations Committee**, under the supervision of the VP of Sponsorship, shall coordinate the Dry Creek Club with other area wide Sertoma events, such as the Celebrate Sound Walk, Freedom Week and Soap Box Derby. The committee shall promote participation in all Sertoma Conventions, district meetings and conferences and any District or Regional functions. This committee will recommend that the Board provide financial support for people attending various District and Regional functions. Those attending first time and the President shall be given priority. Membership should include at least two additional members of the club, and will meet as required to fulfill its responsibilities. Reports will be provided to the Board as needed.

**Section 9. Ways and Means Committee**, under the supervision of the Director of Ways and Means, as designated by the President, shall plan and implement fundraisers for the club. Projects may raise money for a specific Dry Creek Affiliate. Membership should include at least two additional members of the club, and will meet as required to fulfill its responsibilities. Reports will be provided at each Board meeting.

**Section 10. Social Committee**, under the supervision of the Director of Social Activities as designated by the President, shall have charge of all social activities of the club, including the installation of new officers and recognition of past officers. Membership should include at least two additional members of the club, and will meet as required to fulfill its responsibilities. Reports will be provided at each Board Meeting.

**Section 11. Publicity Committee**, under the supervision of the Director of Publicity as designated by the President, shall provide information to the local media concerning ideals, purposes and mission of Sertoma Clubs in general and this club in particular. This committee will also seek to broadcast events through the media. It will provide pertinent club information of club and sponsored activities