

# ORGANIZATIONAL MEETING

## MEETING

Confirm Appointment of 5 Members  
Assign Titles  
Scope of Authority of Committee  
Scope of Responsibility  
Discuss Preparation of Rules and Regulations  
Meetings – Formal or Informal?  
Estimate Project Costs  
Fund Raising (ideas only)  
Type of Members  
Method Reporting (to whom?  
when? where? how?)  
**Assignments for Next Meeting**  
**Adjourn Meeting.** Set date, time & place  
for next meeting.

## TERMS OF REFERENCE FOR TEAM MEMBERS

### DIRECTOR

#### Leadership

#### **Presides over Meetings**

**Provides:** Direction, Vision,  
Motivation, Inspiration,  
Encouragement and Training

**He/she is:** the Decision Maker,  
Risk Taker, Blame Taker,  
General Manager, Negotiator,  
Organizer, Designer, Controller  
and Problem Solver

**He/she:** Develops Other Leaders,  
Delegates Authority and  
Responsibility

### DEPUTY DIRECTOR

#### Development

Oversees Membership & Growth  
He/she is the Project Manager &  
Assistant Manager (to Director)  
(diff. functions from leadership)  
He/she is the Assistant Leader  
Presides when Director is Absent

### SECRETARY

#### Administration

Performs Secretarial Functions  
Takes, Records & Keeps Minutes  
Prepares and Circulates Agendas  
Controls Internal Communication  
Maintains Stationary and Office Supplies  
Coordinates Internal Activities  
Attends to Correspondence

## TREASURER

#### Finances

Prepares Budget  
Collects Membership Dues &  
Contributions  
Organizes Fund Raising Projects  
Keeps Financial Records &  
Accounting

## PUBLIC RELATIONS OFFICER (PRO)

#### Public Relations

Responsible for Public Relations  
Promotes the Organization  
Controls Releases to Media  
Prepares Advertising  
Coordinates Preparation of Magazines  
& Publications  
Coordinates External Activities

**Any other person appointed to assist the  
committee must come in under one of the 5  
members and report to that member.**

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