Pasadena Showcase House for the Arts
Elected Standing Committees Descriptions

FINANCE COMMITTEE

The Finance Committee is responsible for reviewing the Board and Benefit annual budgets, mid-year budget adjustments and making recommendations to the Board of Directors. The Finance Committee also reviews requests for contract bid waivers. There are two to three meetings per year, each of which takes several hours.

The Finance Committee is chaired by the 3rd Vice President (Finance) and includes:

- The President;
- 1st Vice President;
- 2nd Vice President (Benefit);
- Treasurer;
- Two (2) members appointed by the President, one of which has been a past Treasurer; and
- Three (3) members elected by the General Membership.

There are also two (2) alternate committee members, if an elected member is unavailable.

Candidates for the Finance Committee must be Active or Business members for the term slated and may not be a Provisional member in the year nominated.

GIFTS & GRANTS COMMITTEE

The Gifts & Grants Committee is responsible for evaluating all gift and grant requests and making recommendations to the Board of Directors. This includes attending four meetings during the year and conducting site and/or face-to-face interviews with prospective grant recipients. The initial meeting and the wrap up meeting take about two hours. The meetings to review the grant proposals take all day.

The Gifts & Grants Committee is chaired by the 4th Vice President (Gifts & Grants) and includes:

- The President;
- 1st Vice President;
- The Immediate past President;
- The immediate past Gifts & Grants Chair;
- Treasurer; and
- Eight (8) members elected by the General Membership.

The elected members shall serve a two-year term. The terms shall be staggered so that the elected members on the committee are evenly distributed between first and second year term members.

Candidates for the Gifts & Grants Committee must be Active or Business members for the term slated and may not be a Provisional member in the year nominated.
MEMBERSHIP COMMITTEE

The Membership Committee is responsible for evaluating membership issues, presenting recommendations of the same to the Board of Directors, participating in two to three prospective member events, participating in the 1st year Active mentor program, other projects as assigned and attending a May meeting to review prospective membership applications and proposed membership class changes.

The Membership Committee is chaired by the Membership Chair and includes:

- The President;
- Provisional Chair;
- Four (4) Associate members appointed by the President;
- Five (5) members elected by the General Membership; and
- After the March General Meeting, the President, Provisional Chair and Membership Chair elect.

Candidates for the Membership Committee must be Active or Business members (with the exception of the four appointed Associate members) for the term slated and may not be a Provisional member in the year nominated.

NOMINATING COMMITTEE

The Nominating Committee is responsible for preparing a slate of members who are in good standing as candidates for the Board of Directors and the following committees: Finance, Gifts & Grants, Membership, Nominating and Policies & Procedures. There are three to four meetings per year, each of which takes a minimum of ½ day.

The Nominating Committee is chaired by the Advisor/Parliamentarian and includes:

- The immediate past Advisor/Parliamentarian;
- The Membership Chair; and
- Five (5) members elected by the General Membership.

There are also two (2) alternate committee members, if an elected member is unavailable.

Nominating Committee members may not have served on the Nominating Committee the previous year.

Candidates for the Nominating Committee must be Active or Business members for the term slated and members in good standing, including the Provisional year, for a minimum of three (3) years.

POLICIES & PROCEDURES COMMITTEE

The Policies & Procedures Committee is responsible for maintaining and proposing changes to the Bylaws, Policies & Procedures Manual, guidelines, job descriptions and shall make recommendations to the Board of Directors. Meetings are scheduled as needed.

The Policies & Procedures Committee is chaired by the 1st Vice President and includes:

- The President;
- 2nd Vice President (Benefit);
- The Membership Chair;
- Two (2) members appointed by the President; and
- Three (3) members elected by the General Membership.

There are also two (2) alternate committee members, if an elected member is unavailable.

Candidates for the Policies & Procedures Committee must be Active or Business members for the term slated and may not be a Provisional member in the year nominated.