

Twin Connection

COMMITTEE DESCRIPTIONS

Sale - Organizes participation of members for the Twin Connection Clothing and Equipment Sale, held twice per year. Keeps “working” files for sales. Each sale must have at least one chair and one co-chair. The co-chair then becomes the chair at the following sale. Committee members have pre-sale duties, duties during the sale, and early shopping privileges at the sale.

Support Network - Chairperson calls new members to let them about the next club event and to answer any further questions. Compiles and maintains list of members willing to share their pregnancy and parenting experiences. Provides the names and telephone numbers of two or three members from the list to members seeking advice on a specific topic.

Support: Buddy Program - Provides longer-term, one-on-one support to new and veteran members as needed. Chairperson pairs “Big Sisters” with “Little Sisters” for ongoing support and contact.

Support: New Member Greeters and Gift Bags - Committee prepares welcome gift bags containing information handouts and a small gift. Greeters welcome new members and guests at their first meeting with gift bag; provide a quick orientation to the club and an opportunity for new and prospective members to ask questions; pair veteran members with first-time attendees.

State Convention - Represents the Twin Connection at all meetings of the Colorado Parents of Multiples (“CPOM”). Helps plan and prepare for CPOM’s annual convention. Informs members of details of CPOM’s annual convention. Updates newsletter chair with CPOM news. Organizes and coordinates CPOM’s annual convention and related fundraising when Twin Connection Club hosts it.

Parties and Picnics - This committee will be responsible for the club’s main parties throughout the year: **Halloween Party** (late October party for families), **Holiday Party** (December party for families); **May Jubilee** (Members-only celebration); and **Summer Picnic** (Family event). Each chairperson will be responsible for setting her event’s date, time and place; notifying the Board and the Newsletter and Telephone Tree Committee Chairpersons; and coordinating the volunteers for the event. Volunteers help with planning ideas; purchasing refreshments and supplies, as necessary; setting up; decorating; supervising activities; and cleaning up.

Refreshments - Coordinates hostesses to bring refreshments (reimbursable) and greet guests at the membership meetings. Makes coffee, sets out plates, utensils, and napkins. Keeps necessary paper supplies available. Provides reminder phone calls to volunteers.

Sunshine - Sends appropriate congratulation or sympathy cards/gifts to members and their families. Coordinates preparation, or purchase, and delivery of meals to members needing assistance during bedrest, after childbirth, during an illness or other emergency. Chairperson coordinates reimbursement for committee volunteers’ expenses. Coordinates “Sunshine Basket” exchange for members at membership meetings.

Newsletter - Types, edits, prints, and delivers the monthly newsletter and other mailings to all members. Keeps mailing labels current with information from Membership.

Advertising - Handles incoming advertising for newsletter. Recruits potential advertisers. Collects payments. Works with Newsletter Editor to see that advertisement is published as ordered.

Business Network/Vendor Day - Compiles and maintains directory of Members' Businesses. Organizes annual Vendor Day.

Charity - Presents several suggestions of charity programs to the Board. Responsible to see that charity programs are carried out throughout the year. Finds suitable charities/families to receive club donations.

Education - Sets up support groups/programs as needed by the membership: nursing moms, moms with young twins, how to cope, etc. Reports any "educational" information thought to be pertinent to the club.

Fundraising - Determines avenues for fundraising. Contacts local establishments for donations that can be raffled to members at membership meetings and events. Coordinates raffles at meetings and events. Updates/customizes correspondence addressed to potential donors. Fundraising may include selling grocery store gift certificates, recipe books, Entertainment Books, or t-shirts.

Historian - Maintains information on club members and children. Keeps history of the club, meetings and special events, including pictures and articles of interest.

Librarian - Compiles and maintains books, pamphlets and other literature on multiples and child care. Files club newsletters, magazines, and NOMOTC newsletters. Recommends and orders new books. Keeps records of all materials checked out.

Membership - Keeps data on new and prospective members, including guest book, name tags, and Member Information sheet. Greets guests at each meeting or event and introduces them to the members. Submits appropriate new member information to the Board and others. Collects membership dues. Compiles and maintains current roster of paid members to be distributed semi-annually. Volunteers communicate with and recruit prospective members.

Moms' Retreat - Plans and organizes a weekend get-away for members in the spring, summer and/or fall. Finds location, sets date, collects fees, etc.

Playgroup - Organizes regular playgroups for interested members and their children, based upon children's ages. Customizes playgroup to fit the needs of the participating members. Typically the playgroup rotates through participating members' homes, parks or other locations of interest. Corresponds with Newsletter Editor to publish gathering notices. Organizes a regularly scheduled weekly outing to area parks from mid-May to September for interested members and their children.

Publicity - Keeps local hospitals, physicians (obstetricians, neonatologists, pediatricians) and communities current on club and how to contact club's membership using brochure and letters. Updates the brochure, letters, flyers, posters. Submits notices of special interest to local newspapers.

Telephone Tree - This committee calls each member with questions, reminders, and/or information at the request of the President or the Board. Committee members contact individuals by telephone and report back to the chairperson or the Board, if requested. Volunteers may be assigned to a portion of the membership by alphabet or roster page.