

APPENDIX B

STANDING COMMITTEE RESPONSIBILITIES

NOMINATING COMMITTEE

- Appointed by Cluster Lay Director in June each year.
- Consists of three to five members of the currently elected Board of Directors, one of which must be the Spiritual Director, or the Assistant Spiritual Director. Those named to this committee will be published in the July Cluster newsletter.
- Will be chaired by the Cluster Assistant Lay Director.
- Presents proposed slate of nominees to the Board for their approval at the August Board meeting. Obtains commitment of approved nominees to serve specified terms, if elected. Presents resulting slate of nominees to the Board for confirmation at the Board meeting at the September Board meeting.
- Presents confirmed slate of nominees to the board for final approval at the October Board meeting, and to the general Cluster membership for a vote at the October Cluster meeting.

REFRESHMENTS COMMITTEE

- Committee consists of Chairperson for each meeting location, named by the Lay Director with board approval. Each Chairperson may assemble a committee of as many members as needed for their location.
- Each committee coordinates the food setup, serving, and clean up at each Cluster meeting/activity in their location.
- Insures paper supplies and staples, as needed for refreshments are on hand at their Cluster meeting location. Obtains reimbursement if needed from Cluster with properly documented receipts.

WORSHIP COMMITTEE

- Committee consists of Chairperson for each meeting location, named by the Lay Director with board approval. Each Chairperson may assemble a committee of as many members as needed for their location.
- Committee at each location prepares worship settings for Cluster meetings, being responsible for setup and dismantling.
- Committee at each location is responsible for elements of Holy Communion at Cluster meetings in their location.

INFORMATION CENTER

- Committee consists of two or more members, as needed.
- Maintains the petty cash to make change for purchases.
- Sets up display of informational items at each Cluster meeting. Items will include as a minimum: Application to Attend a Walk; Application to Serve; Sponsorship Tips; Current Newsletter; list of Reunion Groups with meeting schedules and contacts, Sumatanga information and container for donations, Upper Room Emmaus publications.
- Insures that the material is available at every Cluster meeting, even if unable to attend.

NEWSLETTER EDITOR

- Responsible for the preparation, publication and distribution of monthly newsletter. Newsletter will contain, but not be limited to: notice of Cluster activities, lists of upcoming Walks and Pilgrims, editorial articles, reports on and announcements of various Community activities which are of interest to Cluster members. Publication will occur the week of the Board meeting, with mailing that weekend, in order to reach the Cluster members during the following week, always just prior to the Cluster meeting.
- Serves under the general supervision of the Board of Directors. In the absence of specific direction of the Board, or its Chairperson, may use personal discretion to determine whether or not to include an article or item. May ask direction from the Board for inclusion of questionable articles/items, particularly if precedent setting. Attends Board meetings as an ex-officio member, functioning as a reporter.
- May solicit help from individuals or groups in performing responsibilities.
- Serves a minimal one-year term, with review by the Nominating Committee.

WEBMASTER

- Maintains and updates Cluster web site under the supervision of the Cluster Board of Directors, and under supervision of the Cluster Lay Director.
- Secures data for web site from Cluster Lay Director.
- With approval of Board of Directors, selects and trains as Assistant/Understudy who is knowledgeable of Cluster activities, and who could access and maintain the web site if necessary.
- Serves a minimal two-year term, with review by the Nominating Committee.

ASSISTANT WEBMASTER

- Works with and under the direction of the Webmaster to maintain and update the web site.