Standing Committees:

Note: Not everyone in the committee needs to have skill to fulfill all the duties. Ideally there should be two members in the committee that can. If there are any technical issues, the IT Committee can provide assistance and training where necessary.

A. Auditing

1. Three members appointed by the President
2. Serves for two years with term concurrent with the President
3. Audits the Treasurer's books after the December meeting and have a report for the January meeting

B. Membership

1. Serves for two years with term concurrent with the President
2. Collects dues yearly from members and give them to the Treasurer
3. Keeps an accurate count of the attendance at the meeting
4. Introduce guests and new members or see that the President has the list for introduction
5. Maintains membership directory with complete and accurate information (name, address, phone number, email address and birthday (month and day only) in electronic format. Provides information to Executive Committee and Committee chairs when requested.
6. Provides assistance to Executive Committee and other committees for communication (postal mail, email, telephone, etc.) to membership
7. Develops and maintains a forum (such as social media, website, etc.) for membership communication
8. Monitors emails along with the Executive Committee to montgomeryseniorcitizens@gmail.com

C. Nominating

1. Members shall serve for two years with term concurrent with the President
2. Committee consists of three members