



## GOLDEN GATE MOTHERS GROUP

### *Steering Committee Responsibilities*

### 2009

The responsibilities are significant, and so are the rewards. By serving on the Golden Gate Mothers Group Steering Committee, you will find challenges, friendships and fun. You will enjoy the stimulation of adult conversation, the opportunity to achieve, the appreciation of our peers and most of all the chance to create a strong community for new mothers in the city of San Francisco.

For our Steering Committee to continue to operate at a high level of effectiveness, we each must contribute our time, talent and resources to the extent that we are able. Each of us brings different abilities to the Steering Committee. This mix ensures our success. Regardless of where our contributions lie, we must all meet some basic requirements.

By joining, each Steering Committee member must commit, at a minimum, to the following:

**Serve a minimum of two years on the Steering Committee.** The Steering Committee recognizes that there are occasionally unforeseen life circumstances that occur that prevent a member from doing so, but we ask that your intention at the outset be a two-year commitment. The commitment starts during the Fall transition period and ends just over two years later at the end of December. Terms can be extended to three years. Terms extending longer than three years require the approval of the Board.

**Attend the Monthly Steering Committee Meetings.** Monthly meetings are held on the first Monday of the month from 6:30 to 9:00 (location is variable). These are important working meetings and attendance is **required**. Your committee will be called upon to provide the Steering Committee with an update of upcoming events as well as share new ideas and help others solve issues their committee may be confronting. You must notify the Chairs and the Secretary if you cannot attend. There is no meeting in August.

**Attend the Monthly General Meetings.** Monthly meetings are held at St. Mary's Cathedral, on the third Thursday of the month, from 6:45 to 9:00. Attendance is **required** at two meetings,. You are there to ensure a warm welcome to our members by wearing your nametag and greeting and meeting as many members as you can.

**Lead a Committee.** The Steering Committee's role is to facilitate the ongoing activities that together form the sense of community created by the Golden Gate Mothers Group. Each committee is vital to our organization. Two Steering Committee members run most committees jointly. It is up to you and your co-chair to decide how to best divide your responsibilities. By having two of you, the committee should be able to withstand the expected and unexpected occurrences that come with motherhood.

**Support Volunteer Recruiting.** Recruiting events are held annually in the Fall so that GGMG members who are interested in joining the Steering Committee can find out what it entails, as well as which committees might match their interests. Each committee should be represented at each event.

**Support each other's efforts.** You should feel comfortable calling upon other Steering Committee members for help if you and your co-chair run into obstacles, need an extra hand or are looking for suggestions. Likewise, if a fellow Steering Committee member requests help or advice, please support her requests.

**Refrain from Conflicts of Interest.** Golden Gate Mothers Group is a supportive and private community of mothers. It is not a commercial entity, and the privacy of our members, and the integrity of our community are of the utmost importance.

**Maintain Golden Gate Mothers Group Membership.** All Steering Committee members are required to be current GGMG members.

**We Can't Run The Organization Without You.** If we feel that after the first year of service that you are not meeting the requirements, you will not be asked to return for a second year.

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