

Jack & Jill Oklahoma City Chapter

Standing Committees

Program Committee – Provide assistance to the Journalist in preparing the program book to send to the National Program Director by November 1 of the program year. Prepare for the Carole Robertson Award and memorial service in September. Establish local charity selection process.

Membership Committee – Organize tea for perspective members. Oversee the selection process of new members, including orientation and induction. Send cards during illness and death and send out resolutions for funeral services if needed.

Publicity Committee - Prepare and deliver yearbooks to members; prepare and send new articles and photos to the local press; prepare articles for Scope and Up the Hill; prepare and maintain scrapbook. Serve as photographer for all social and chapter events.

Social Committee - Plan December Holiday Party, Progressive Dinner, Family Day activity, and the recognition of Founders Day. Plan National Jack and Jill Black Family Day (May Day) – First Saturday in May. A play day for our children where we may invite selected members of the community (celebrated in the year when there is not a children's cluster in Oklahoma City). Plan a social activity for new members in June or July.

Foundation/Fund Raising Committee - Disseminate information regarding J&J Foundation to chapter. Write grants and develop strategic alliances with non-profit organizations that have children as their purpose to assist with grant proposals. Plan an activity(s) to raise funds for local charities and J&J Foundation.

Community Service Committee - Select and involve the chapter in one service project a year. Plan and coordinate with Ralph Ellison to provide Black Santa for the children who utilize their community Library and plan and participate in Martin Luther King, Jr. Holiday (a day of service).

Black Heritage Celebration Committee – Plan program to celebrate our African American Heritage, which will also include an Associates' Appreciation program.

Legislative Representative/By-Laws Committee – Identify and analyze local, regional, and national issues that impact African American children and families. Keep members informed of how elected officials vote on children's issues. Work with regional and legislative chair to develop public awareness programs that highlight our priorities and concerns. (Visit the Oklahoma Institute for Child Advocacy website www.oica.org and the Children's Defense Fund website www.childrensdefense.org for assistance). Ensure that bylaws are current and up to date as well as in compliance with the national bylaws.

Health Concerns – Implement the National Jack and Jill of America, Inc. health concerns guidelines, promote healthy lifestyles within the Chapter and promote health awareness in the African American community. All activities and events should be documented for remittance to the Program Director.

Finance Committee – Performs audit at year's end

Fathers' Appreciation Committee – Plan a dinner banquet for fathers and daughters and/or sons.

Youth Leadership/Money Management Workshop Committee Plan and implement workshops that provide children with leadership strategies and money management concepts and practices.