

# Organizational Structure

## Antiochian Women of St. Johns, "Sisters of Mary and Martha Society"

### **Responsibilities**

#### **Leadership Committee (Six members that include the President, Vice President, Secretary, Treasurer, Archdiocesan Liaison, and all Khourias.)**

- To serve the general membership by acting on matters brought before it with a conciliar mind for the best interests of all the women in the church and, when they deem necessary, to bring matters before the general membership. The president is authorized to act on financial matters up to \$75 without consulting the Leadership Committee.
- To develop guidelines for proposals and committees.
- To facilitate communication between the SMMS and the pastor.

#### **Service Area Coordinators**

- To oversee the positions in their area by serving and helping the volunteers.
- To field needs and concerns from within their area.
- To communicate with the Leadership Committee.

#### **General Membership**

- Members of at least 18 years of age may vote on items brought before the general membership. A two-thirds majority of the general membership *in attendance* is required for ratification of any vote.

#### **Special Committees**

- Formed as necessary to deal with matters that pertain to the church at large or the general membership i.e. decor changes, appliance purchases etc.

### **Format of the General Women's Meeting**

A general meeting of the SMMS will be held quarterly. Minutes will be published and made available. A Leadership Committee meeting will be held approximately two weeks before the general meeting. The general meeting will follow this format:

1. Opening Prayer and Dinner
2. Socializing
3. Speaker or a Short Presentation
4. Business (conducted semi-formally)
  - a. Approve agenda
  - b. Review and approve minutes of last general meeting
  - c. President's summary of past Leadership Committee meetings
  - d. Old Business (Tabled items from previous meetings)
  - e. New Business (Financial Report, Area Reports, Committee Reports, Leadership Council Report)
  - f. Action Items (Items to be voted on)

- g. Requests/Comments from general membership of women (with a time limit or suggestion box)

**How to Request Funds from the  
Antiochian Women of St. Johns, "Sisters of Mary and Martha Society"**

All fundraisers proceeds are divided evenly between "Church Building" needs and "Charity" needs.

1. Fill out a request form. As a courtesy apprise Service Area Coordinator of the request.
2. Turn the request form into the president's mailbox. If asked, present the request to the Leadership Committee in person.
3. The Leadership Committee will either 1) act on requests or 2) establish guidelines and bring before the general membership.
4. At the General Women's Meeting committees may be formed for handling proposals within the stated guidelines and time frame.
5. The general membership will vote at the designated time. A two-thirds majority of the general membership *in attendance* is required for ratification.
6. The vote will stand.