

COMMITTEE CHARGES

Awards Committee

- Solicit nominations for the Dorothy Forney Award; review the nominations for the Dorothy Forney Award; Select recommended winner to present during Mid-Year Board Meeting.
- Determine if the Dorothy Forney Award winner needs financial Assistance to travel to the Annual Training Conference to accept the Award and advise the Executive Committee and Finance Committee.
- Provide an article about the Dorothy Forney Award winner to the Information Services Committee for publication on the website.
- Coordinate efforts with the Business Manager to obtain the plaque for the award winner.
- Provide an article for the website to announce the winner.
- Work with the Business Manager to assure that a plaque is prepared for the presentation of the award.
- Review Conference Sponsorship applications; Select recommended applicants to present during Mid-Year Board Meeting.
- Coordinate Conference Sponsorship with Business Manager to verify membership and past sponsorship recipients.

Membership Committee

- Establish outreach methods to introduce UCOWF in all states in an effort to recruit new members.
- Develop provisions of more and better services to the UCOWF membership to retain current members and recruit new members. Bring Recommendations to the Board.
- Provide a Report to the Board on the current membership numbers, including State and regional totals.
- Provide a report to the Board on membership trends concerning gains or losses in numbers, and an analysis of causal factors.

Nominating Committee

- Research and discuss potential nominees for the offices of President-Elect, Vice President, Secretary, and Treasurer as appropriate.
- Notify potential candidates and solicit their verbal approvals and commitments.
- Report potential nominees to the Board during the Mid-year meetings.
- At the Fall Board meeting, present a final slate of nominees to the Board. At least 48 hours prior to the scheduled Board of Directors' election of officers, submit in writing, to the UCOWF membership present at the conference, the proposed slate of officers. At or near the conference registration table, post a list of the names and the offices for which they are candidates.
- Accept additional nominations from the membership. Interview the additional nominees to assure willingness to serve. Before the election, present the additional nominees to the Board as candidates for the respective offices.



Conference and Program Committee

- Coordinate all planning efforts for the National Training Conference with the Conference Coordinator and Business Manager.
- Coordinate with the Finance Committee and prepare proposed conference budget.
- Choose a conference theme.
- Identify workshop topics and potential speakers/presenters; provide information, ideas and suggestions to the Conference Coordinator.
- Make all necessary arrangements for the hospitality suite.
- Solicit and obtain door prizes for raffles during the conference. Facilitate raffle operations and ensure all State approvals are obtained to facilitate raffles.
- Research and identify evening activities; make applicable arrangements.
- Select, obtain and assemble promotional items to be provided to conference attendees.
- Present proposed program plans to the Board at the Mid-year Meeting.

Bylaws Committee:

- Assure the Bylaws published on the website are accurate.
- Resolve any question regarding the application of Bylaws.
- Bring recommendations for changes or clarifications to the Bylaws to the Board of Directors.

Finance Committee:

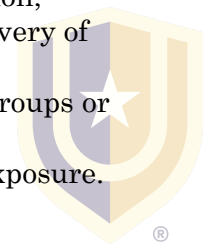
- Prepare proposed annual operating budget with all income and expenses for ratification of the Board of Directors at the Mid-year Board Meeting.
- Assist the Conference and Program Committee in its efforts to establish a conference budget.
- Verify Treasurer has filed annual tax return and all tax documents.
- Review and audit the Treasurer's financial records.
- Respond to spending requests and inquires as directed under UCOWF's Financial Policies and Procedures.

Information Services Committee:

- Create a Council newsletter for publication on UCOWF's website.
- Coordinate with the Intergovernmental Committee to publish regular updates on the website regarding all of the committee's ongoing activities.
- Assure all information required by the board of Directors and/or other Committees is published on UCOWF's website.
- Maintain social media platforms and publish articles and information relating to program integrity and UCOWF.

Intergovernmental Committee:

- Develop and enhance relationships and public relations between UCOWF and all governmental entities to advance the primary goal of the organization which is defined in the Bylaws as, "To promote maximum effort toward the prevention, detection elimination and prosecution of welfare fraud and toward the recovery of taxpayer monies lost through fraud or error."
- Introduce UCOWF to individuals, government bodies, agencies, advocacy groups or any other entity engaged in dialog, analysis or regulation of welfare fraud.
- Coordinate efforts with the Executive Committee to maximize UCOWF's exposure.



- Monitor pending/passed legislation which might impact welfare fraud control, overpayment collections investigations, etc.
- Submit to the Board any pending legislation that might impact welfare fraud overpayment collections, investigations, etc. to solicit any suggestions/recommendations from the Board members.
- Submit, for inclusion on the website, articles of interest to members concerning intergovernmental matters.

Ethics Committee:

- Review issues of conduct directly referred by the President.
- Report findings and recommendations to the Board of Directors for action consistent with the provisions of the ethical conduct stated in UCOWF's Bylaws.

Long Range Planning Committee:

- Provide focus on the activities and methods by which the mission of the Council will continue to be accomplished.
- Recommend long range goals and objectives, track progress made and record accomplishments.
- Research and recommend new long-range goals/objectives to enhance the effectiveness and strength of UCOWF. Identify weaknesses and potential obstacles. Provide a report to the Board.

***NEW* SITE SELECTION Board**

- Work with members to solicit destinations for future Training Conferences.
- In compliance with the UCOWF Financial Policies and Procedures, negotiate contracts with possible conference venues.
- Create a proposed amendment to present to the fall board meeting a change from a committee to an independent board with terms and coordinate with the Bylaws Committee.

ADHOC COMMITTEE: This committee will be working with Only Co. with the marketing plan and our new computer system.

(Updated September 2023)

