

EAGLE POINT WOMEN'S CLUB

Board of Director's

Job Descriptions

President

The President shall:

- Set and conduct all meetings of the board of directors and shall preside over the bi-monthly luncheon meetings.
- Write a message to members periodically to appear on the web page.
- Be a co-signer on the club's checking account.
- In accordance with the by-laws, appoint a nominating committee, which in turn shall gather a slate of candidates for the next term of office.
- Appoint an audit committee, which will present its findings at the first board meeting after completion, but no later than August.
- When term of office is over, serve as an advisor to the board of directors for one year.

Approved 2/5/10

Vice-President and Membership Chair

The Vice-President and Membership Chair shall:

- Perform the duties of the president if the president is unavailable.
- As membership chair, collect dues and turn them over to the treasurer.
- Welcome new members via e-mail and provide them with a New Member Packet and a membership directory.
- Add new members to the membership roster and immediately forward the roster to the Web Master and the Activities Chair. Any ongoing update to the roster will also be forwarded.
- Keep nametags current and greet members and guests at the luncheon.
- Be a co-signer on the club's checking account.
- If any member blasts out an email to members which makes it clear they have used the membership list, the Board needs to notify them of the rule forbidding this.

Approved 2/5/10

(Added 1/31/2011)

Recording Secretary

The recording secretary shall:

- Take minutes at each board meeting and, at earliest convenience, e-mail them to the board members for their review.
- Present these minutes for board approval at the next meeting.
- Prepare documents as directed by the board.

Approved 2/5/10

Treasurer

The treasurer shall:

- Manage the financial records of the club as follows: maintain a bank account in the name of the club; deposit all monies collected by the club; pay all bills; and present a monthly balance and a profit and loss sheet.

- Prepare the annual operating budget for board approval in May.
- Be a co-signer on the checking account. **Approved 2/5/10**

Activities Coordinator (Both)

- Oversee and assist all current and future activity groups. Contact will be by phone, email or in person with the Chairs.
- Meet with all Activities Chairs as a group as needed to review duties and responsibilities and discuss any concerns or problems.
- Be available at the activity table at the luncheons to answer questions regarding groups and to help with sign-ups for events.
- Direct the Chairs to send updated reports each month to the Webmaster, spotlighting the current and future activities for each activity group.

Activities Coordinator (1)

- Keep the activity calendar current for at least six months.
- Have Chairs copy the Activities Coordinator on website updates to ensure the calendar will also be updated.
- Will keep updated email distribution list of all members and separate lists for each Activity Group.
- Send out a monthly email blast to current members directing them to the EPWC web site that will be highlighting news or special events.

Activities Coordinator (2)

- Provide all sign-up sheets for all activities and have them available at the luncheons.
- Compare the member roster and the roster on the sign-up sheets to ensure everyone is a member in good standing. If they are not, send an email reminder that they must be members to attend activities.
- Keep in contact with the Chairs to make sure all who attend their group's activity is a member in good standing. **Approved 1/31/11**

Luncheon Coordinator

The Luncheon Coordinator shall:

- Oversee the bi-monthly luncheons normally held every third Wednesday in February, April, June, August, and October. The December luncheon will be held on the second Wednesday.
- Maintain good public relations with the Rogue Valley Country Club to aid the renewal of the yearly contract.
- Stay in touch with RVCC between luncheons about special diet needs of members or needs of speakers such as extra tables, microphones, etc.
- Give the final head count to RVCC by their deadline.
- Pick-up mail at the PO Box to get checks from the members for each luncheon. All monies collected for that month's luncheon is given to the Treasurer the day of the luncheon.

- Reside at table outside RVCC Banquet Hall to check in members and provide nametags. Maintain name boards for distribution of nametags and collect nametags at the end of each luncheon. **Approved 2/5/10**

Program Coordinator

The Program coordinator shall:

- Oversee the bi-monthly luncheons including entertainment and publicity.
- Ask the members for suggestions and input to fill the 6 luncheons.
- Write & submit article prior to the luncheon to the Upper Rogue Independent by their deadline.
- Send a follow-up article with photo (if possible) to the Upper Rogue Independent.
- Send a thank-you card to the guest(s) along with a copy of the URI article.
- Assist the Luncheon Coordinator with member check-in at the luncheon. **Approved 2/5/10**
- Shortly after each luncheon, send information about the next luncheon to Webmaster to post on the News & Events page: date, time, speaker, money due by and amount, and address to send check. **Added 6/30/11**

Web Master

The Web Master shall:

- Maintain and update the EPWC web site in a professional and timely manner. This includes updating all portions of the site, i.e., member roster, calendar, group activities, news, and photos.
- Be responsible for the interface between the site and the hosting company.
- Coordinate updates with the Activities Group Co-Coordinator, and any other board member or activity chair who have site input.
- Back up the website to a CD on a monthly basis (including all photos and documents), house those CDs and make them available to any interested member.
- Take photographs at the member luncheons.
- Send photos from all events to the Slide Show Technician.
- Create electronic ballots for yearly elections.
- Be paid \$595 annually (\$50 per month for 11 months, \$45 one month). **Approved 2/5/10**

Special Advisor to the Board

Sunshine Chair (Special Advisor to the Board)

The sunshine chair shall:

- Send letters or cards to members who are ill, have a seriously ill immediate family member, or have lost a member of their immediate family.
- Upon the death of an Eagle Point Women's Club member, be responsible for sending flowers, a potted plant, or a donation to the deceased member's favorite charity. The cost is not to exceed \$50.
- Contact Sunshine Committee members when one of our members needs support, such as food, rides, or help at home. Notify all chairs of groups that member is in, and ask for assistance from that group(s).
- Keep Board and Webmaster updated on all cards, deaths, or members in need of help.

Amended 8/9/11