

List of Duties and Responsibilities of the Officers and Chairs

This is a brief summary to help familiarize you with who does what but, for more complete descriptions, please see the By-Laws booklet or speak directly to the person currently in the Chair position as noted in the Yearbook.

OFFICERS

President: Presides over the Board and General meetings, represents the Club at District and State Federation events; mentors 1st VP and other officers as needed; prepares agendas and reports as required; and serves ex officio on all committees except the Nominating Committee.

1st Vice President: Assumes the responsibilities of the President when the President is unavailable including running meetings in her absence; runs the Spring Luncheon and installation of Officers; prepares monthly list of upcoming events and announcements.

2nd Vice President: Handles publication of the Yearbook; presides at all meetings in the absence of the President and First VP.

Treasurer: Manages bank accounts; Provide monthly financial report at Board meetings for approval; Write checks for expenses, scholarships etc., as needed and approved by the President; Prepares yearly Budget; Consults with Charitable Giving committee re funds available for distribution; manages WCSL PO Box to collect & distribute contents to officers and chairs; Ensures that all NJSFWC requirements and filings are met; works with CPA to get yearly tax returns completed; Meets with Financial Secretary at end of fiscal year to answer any questions and get audit approval.

Asst Treasurer: Serves as back up to the Treasurer if necessary; deposits all checks; notifies members when annual dues are to be paid, collects said dues and maintains list of members in good standing.

Historian: Keeps records of the Club's accomplishments and activities for the year. Collects items such as pictures and news clippings about the club and its members. Reports on items of interest regarding the history of the federation and women's history in general.

Corresponding Secretary: Welcomes new members to the club and is responsible for all correspondence (sent and received) as required by the Board.

Assistant Corresponding Secretary: Sends notifications of Board Meetings and e-mails the minutes of Board meetings to the Board once a month. Also shares the minutes of the General meeting with the membership and assists the Corresponding Secretary as necessary.

Recording Secretary: Keeps an accurate record of all business transacted at all Executive Board and General Meetings. She prepares the Board minutes and submits them to the President for approval, after which those minutes are presented to the Board members for final approval. She also records the minutes of the General Meetings and shares them with the general membership for review prior to their approval. The approved minutes are stored in Club files.

Asst Recording Secretary: Serves as back up to the Recording Secretary as needed.

Financial Secretary: Responsible for reviewing the club's financials to ensure all funds received are allocated appropriately. Importantly, funds received from raffles such as 50/50 and gift raffles must be deposited into a separate account (currently the "chance account") for tax purposes. In addition, all funds received that were advertised as going towards scholarship awards must be specifically allocated towards scholarships.

Federation Secretary: Reports all announcements, activities and projects of the NJ State Federation. She also attends many Federation meetings.

Parliamentarian: Makes sure that parliamentary procedures per Roberts Rules of Order are followed for the Board and General meetings.

Directors: Assist the incoming President, Treasurer, Asst. Treasurer, and outgoing President and Treasurer with preparation of the budget for the ensuing year. Said budget gets submitted to the Executive Board for approval each September. The President presides at all meetings of the Directors.

COMMUNITY SERVICE PROGRAMS CHAIRS;

Arts and Culture: Arranges and directs for creative projects such as tray favors for nursing homes, wreath making at Sunrise Assisted Living etc; helps with centerpieces as directed by luncheon chairs; handles registration for Achievement Day entries for members and assists with that day's events including the distribution of winner's names and awards to the membership.

Civic Engagement and Outreach: Handle clothing drives, food pantry donations, support for veterans, promotion of civic awareness for various causes and topics. Promote civic awareness and involvement by encouraging members to be active in their communities, encourage members to vote, etc.

Education and Libraries: Activities under this category including Book Club Groups, Career Girls Institute (GCI) sponsorship, collections of used books for various distribution channels including local libraries, shelters and other venues. programs to read in the local schools. For GCI, the Chair contacts guidance dept in local high school to get their recommendations for candidate and an alternate to attend the weekend program at Douglas College in early June. The candidate gets to experience college dorm living, take some mini classes and participate in many confidence building activities, all paid for by the Club.

Environment: Recruits members to participate in the Clean Ocean Action Beach Sweeps every fall and spring. Shares information on environmental issues, reducing waste and recycling. New information to share is always welcome

Health and Wellness: Promotes programs and activities related to healthy living for members and for organizations related to health, such as support for cancer survivors, shelters for battered women and children, collecting items for animal shelters, etc.

COMMITTEE CHAIRS

Book Club 1: Organizes and facilitates the choosing of titles to be read, emails day, time and place of monthly meeting to the group. This leadership position may be rotated among the members of the group per their agreement. The group is limited to 12 members who regularly participate. Meetings are the 2nd Wednesday of the month.

Book Club 2: Varies in format from Book Club 1 with 8 permanent spots and an additional number of guests allowed each month depending on meeting place. The books are chosen on a month-to-month basis as is the time and place of the meetings.

Charitable Giving: Manages a fair and equitable selection process of for the distributions of philanthropic funds annually. Works closely with Ways and Means to identify fundraising events that will benefit the selected charities. Distributes charity request forms to members at all general meetings. Organizes one meeting each spring to discuss and select charities for the coming year. Distributes checks with an accompanying letter to each charity.

Communications: Subdivided into the following responsibilities:

--Email: Sends club-wide emails, as approved by the President

--Newsletter: Shares news of club events and activities; may be printed or shared on club website

--Publicity: Handles getting articles, photographs, and other notices of club events into local media as approved by the President

--Sunshine & Telephone: Sends get well cards to members who are sick. Assists Email Chair with phone calls to those who do not use email.

--Website: created and maintains the club website which features both public and member only sections. Calendar of events, photographs, forms and bylaws are some of the items featured on the site. All members have access to the members only section. The website team also updates Instagram and Facebook.

Evening Meetings: Primarily for members who cannot attend the General Monthly meeting but is open to all members. Meetings are on the 3rd Wednesday of each month in the First Aid Squad Building or as noted on the monthly calendar. Chairs schedule speakers and activities, and report on information shared at the General meeting. In turn they report back to the Executive Board monthly on the activities of the group.

Hospitality: Committee members take and keep attendance records, sell 50/50 raffle tickets and disperse winnings. Also sign up volunteers for meeting refreshments at General meetings and send reminders at the appropriate time.

Knit Wits I and II: 2 groups of members who like to knit or crochet meet monthly at each others homes, Items that are made are often donated to various charitable causes.

Membership: Introduces prospective members and their sponsors at a General meeting; proposes the new member for acceptance at a subsequent Board meeting; upon approval, inducts the new member into the club. Keeps member master list and notifies members about annual dues. Notifies the state federation membership chair with the new member's information.

Fall Scholarship Luncheon: Secures venue and date for luncheon; forms a committee to help with various tasks; oversees obtaining any licenses necessary for raffles and liquor (the latter depends on venue). Chooses a theme, color scheme, and program with the assistance of the Committee and Board's approval. Prepares solicitation letters for

