



## **Leadership Roles 2017-2018**

**Co-Presidents:** Preside over monthly board meetings, represent the club at functions, attend New Member Events, sign checks in the absence of the Treasurer and execute bylaws. Distribute meeting minutes from the prior meeting with an email invitation to the upcoming board meeting. Prepare and distribute agenda prior to each board meeting. Write monthly Presidents' Message. Review procedures and guidelines, collate documents and maintain archives.

**Treasurer:** Maintain club checking account and prepare monthly written financial statements. Proactively manage accounts payables (e.g., insurance, virtual phone, expense reimbursements) and accounts receivables. Submit the annual tax filing and maintain and coordinate with the VP of Membership and social committees for online payments via the club PayPal account. All financial statements are given to the secretary and co-presidents, preferably by email prior to each board meeting. At the board meeting, summarize the past month's report and identify activities that are not self-funding, as well as activities that have made a profit. Also help determine committee budgets at the start of the fiscal year.

**Secretary:** Take notes at board meetings, type minutes and email a draft of the minutes to the co-presidents for approval as soon as possible after the meeting. At the board meeting, circulate attendance sheet and offer to accept changes to the prior month's minutes. Retrieve the club phone messages and forward them as necessary. Maintain minutes, newsletters and other materials (fliers from club events) throughout the year. Post monthly Presidents' Message and calendar of events using Membership Toolkit.

**VP Membership:** Retrieve the club's mail and disburse it to appropriate committees. Collect membership dues, process new member applications including verification of township residency. Forward dues to the treasurer along with required reporting. Notify appropriate committees of new member contact

information. Respond to membership inquiries and provide membership status to the board. Work with listserv coordinator to purge expired memberships.

**Welcome Wagon Committee:** Co-chairs organize a monthly committee meeting to put together welcome gifts and handwritten welcome notes for new members to the club. A committee member personally drops off the welcome gift/note to the new member's home and if the new member is not home, leaves the gift/note and follows up with a phone call to welcome them to our community and club.

**Co-VPs Programs & Committee:** Plan, execute and publicize monthly educational programs that are open to all members. This includes develop a topic, find a speaker if necessary, line up a location and provide a description of the event to the publicity chair. At board meetings, report the success of the past month's program, and provide information on upcoming events for board discussion and approval.

**Co-VPs Adult Social & Committee:** Plan, execute and publicize a minimum of two annual adult-only events that are open to all members. This must include, but is not limited to, a fall social event and a winter social event. The committee is also responsible for arranging wine tastings or happy hours on a quarterly basis. Coordinate with publicity chair, online coordinator, and secretary to ensure club members receive notice of each event. Post event information on the club listserv. At board meetings, report on past event and present proposals for future events.

**Co-VPs Kids Social & Committee:** Plan, execute and publicize a minimum of two annual children's events that are open to the community. This must include, but is not limited to, Fall Family Fun Day (October) and Spring Picnic (May or June). Coordinate with the publicity chair, online coordinator, and secretary to ensure all members (and the public, where appropriate) receive notice of each event. Create and post fliers of events on local noticeboards, and post event information on the club listserv. At board meetings, report on prior events and present proposals for upcoming events.

**Co-VPs New Member Events & Committee:** Plan and execute 5-6 annual "free & fun" events that are open to all members and prospective members with a mix of both day and evening activities. Work with Publicity Chair, VP Membership, and Welcome Wagon to invite prospective and new members to events. Call new members to invite them to attend events. Names of recently joined and prospective members should be obtained from VP Membership. Keep lists of event attendees and follow up with prospective members. Assist the social committees by inviting new members to social events. At board meetings, report the success of the previous event and proposals for upcoming events.

**Publicity Chair:** Participate in each major event or assign someone to take pictures in your absence. Publicize major events in The Item, Tap Into, Patch, Millburn Short Hills Magazine, cc Macaroni Kid (where appropriate), North Jersey, and other publications. Arrange presence at the Millburn-Short Hills Street Fairs and

distribute club business cards on local noticeboards. Provide realtors with information about the club to communicate to their clients who move to the township.

**Community Outreach Chairs & Committee:** Coordinate quarterly community outreach activities and volunteer events for the area. At board meetings, a committee member will report the success of the previous event and promote upcoming events. Maintain the “community outreach” section of the club website.

**Online Administrator:** Maintain overall content (such as annually updated board membership and application forms) on the club website, including online payments. Make sure the website is functioning and work with the web master to fix any issues. Set up forwarding for club email addresses. Create a web page for each event, as needed. Set login information for board members who need administrative privileges.

**Listserv Coordinator:** Add and remove members from the listserv. Respond to requests for help from users with technical questions. Enforce the listserv guidelines by monitoring the content of messages posted to the listserv. Send out reminders of listserv rules when needed.

**Fun Activities with Kids:** Plan and execute several events for children throughout the year, such as an art class at a local art studio, nature walk at the Arboretum, pizza making at the Racquets Club, cooking class at King’s, chocolate sushi making at Chocolate Works, etc. Work with co-presidents to develop a budget for each, and publicize events on the listserv.

**Playgroup Coordinator:** Attempt to engage interested members in weekly playgroups. Solicit participation via the club listserv, propose time and place for each meeting, and communicate planned meetings to interested members.

**Ladies’ Night Out:** Plan and execute 5-6 “ladies’ night” events throughout the year. This typically includes, but is not limited to, a back to school brunch, several happy hours, a paint and sip at Arte Vino, and an “end of school” lunch. Work with co-presidents to develop a budget for each event, and publicize events on the listserv.

**Guys’ Night Out:** Plan and execute several “guys’ night” events throughout the year. Work with co-presidents to develop a budget for each event, and publicize events on the listserv.