



ROLES & RESPONSIBILITIES (a/o 06.01.2019)

- **PRESIDENT**

- Preside over all General Meetings and Board of Director meetings, providing the agenda with each Board Member's monthly report and minutes from previous meetings for approval
- Provide general supervision of the Club
- Appoint a Club member to replace an Officer, Co-Officer, or Committee Chair who resigns or is unable to continue with her duties
- Appoint a Board Member with Board approval to replace the First Vice President if she resigns
- Appoint auditor or any other special committee deemed necessary
- Write Welcome Letter to new members
- Write monthly letter to all members that is delivered to their email addresses listed in the UPWC directory
- Maintain a file of incoming mail to UPWC and pass on to successor any mail that should be saved for historical or documentary purposes
- Install new officers for the succeeding term at the June General Meeting
- Serve as Ex-Officio member of all committees except the Nominating Committee
- Serve as Ex-Officio President on the succeeding year's Board of Directors
- Review the By-Laws annually for any changes that need to be made and present for consideration to the Board. If required, establish a committee to review and update the By-Laws and Roles and Responsibilities documents
- Ensure coordination and cooperation across all Board Functions
- In coordination with the Treasurer, ensure that the club adheres to the annual budget and practices fiduciary responsibility
- Serves as a signatory for the club bank accounts and maintains a few checks to use when the Treasurer or Co-Treasurer are unavailable
- Update the Orientation Manual with the current club year's information and calendar

- **FIRST VICE PRESIDENT**

- Serve as President in the absence of the President at all General Meetings and Board Meetings
- Fill the office of the President upon that office becoming vacant
- Chair the Nominating Committee to select Executive Board slate as well as other Board members for following year
- Oversee the activities of the Membership Chair
- Ensure each UP neighborhood is serviced by a Neighborhood Liaison
- Welcome all new members at the Club's General Meetings



ROLES & RESPONSIBILITIES (Continued)

- Publish a membership directory no later than 15 October of Club year
- Hold two coffees (as needed) to welcome new members into the Club (November and January)
- Oversee the Records Management Schedule and ensure that all club documents are retained/deleted per the schedule
- **SECOND VICE PRESIDENT**
 - Plan the programs for the quarterly General Meetings/luncheons and the Holiday Luncheon, subject to approval of the Board
 - Find appropriate locations for the meetings and make luncheon arrangements with the facility
 - Submit to the Website Coordinator “Save the Date” information and notices/reservation forms for the planned social activities
 - Collect all reservations and fees for the meetings, verifying membership based on the latest information from the Membership Chair(s)
 - Arrange to have nametags for all attendees at the meetings
 - Provide the Treasurer the fees collected along with a list of expenses and receipts within a week of the event
 - Prior to the meeting, provide the Membership Chair(s) with a list of attendees to match to name tags
- **RECORDING SECRETARY**
 - Maintain a record of the proceedings of all General Meetings and Board Meetings
 - Provide draft minutes to the President of the preceding meetings prior to each upcoming Board meeting and prior to each General Meeting; update final minutes based on corrections at the meetings
 - Include in the final minutes package for the Board meetings the Board agenda which will contain the reports from all the Board members
 - Create a year-end digital file consisting of all of the minutes for the current year and submit them to the Website Coordinator
- **WAYS AND MEANS EXECUTIVE**
 - Work with Executive Committee of the Board to determine fund raising objectives of the Club
 - Hold at least one fund raising event each year for the primary purpose of raising funds for a local charitable organization approved by the Board of Directors
 - Establish a committee to assist in the implementation of such fundraising activity
 - Seek Board approval for fund raising event(s)



ROLES & RESPONSIBILITIES (Continued)

- **TREASURER**

- Receive the annual dues of members
- Deposit all dues and fees for Club activities in a timely manner into the Club's bank account
- Keep accurate records of the Club's finances
- Pay bills in a timely manner and keep receipts
- Ensure that requests for reimbursement from committee participants come from the Board member Chair of that committee
- Ensure that all other requests for reimbursement have a board member approval
- Maintain an updated financial statement detailing revenues and expenses for the current fiscal year and submit statement to Board members prior to each Board meeting
- Close the financial books and records of the Club by July 31 for Club year just completed and create year-end report
- Submit year-end books to Suplee & Shea and independent auditor
- Make corrections to books as needed based on auditor review
- Deposit and record all funds collected by Ways and Means and Outreach in their fund-raising activities and distribute such funds, upon approval of the Board of Directors
- Submit the year end digital file to the Website Coordinator

- **CO-TREASURER**

- Assists with the treasurer's role and responsibilities as determined by the treasurer

- **RAFFLE COORDINATOR**

- Sells and administers raffle tickets at all Club luncheons

- **MEMBERSHIP EXECUTIVE**

- Work in concert with the First Vice President and the Website Coordinator
- Greet members and guests at all General Meetings and provide name tags (provided by Second VP) to all in attendance
- Collect offline membership applications and add to online directory
- Collect checks for membership dues and deliver them to the treasurer
- Report new member information to President, First Vice President, Treasurer, Special Interest Chair, Website Coordinator and appropriate Neighborhood Liaison
- Monitor all membership applications and update member information as changes occur
- Update New Members page on the website



ROLES & RESPONSIBILITIES (Continued)

- **HISTORIAN**
 - Ensure Board members review and comply with the Record Management schedule and archive on the website files that need to be kept
 - Ensure that significant information about the club is retained by Board Members and that Board Members pass down all pertinent information and their board member notebooks to their respective successor Board Members before the new board year begins
 - Request updated Roles and Responsibilities from Board Members and update all information received at the end of each board year
- **CORRESPONDING SECRETARY**
 - Write notes of support, encouragement, sympathy, etc. to members experiencing illness, death in the family, or any variety of life challenge
 - Keep accurate records of all such correspondence and report all communications to the President and the Board at each Board meeting
 - Provide thank-you notes on behalf of UPWC as requested
- **OUTREACH**
 - Identify special needs in the community and recommend activities and opportunities for Club participation in improving the welfare of others, subject to the approval of the Board of Directors
 - Recommend to the Board the primary charity to be supported by UPWC
 - Coordinate activities in support of Club charity
- **OUTREACH VOLUNTEER COORDINATOR**
 - Coordinate the approval process for new volunteers interested in supporting the UPWC charity
 - Introduce new volunteers to the charitable organization location, leaders, and key personnel
 - Explain opportunities for volunteer activities
- **PUBLICITY**
 - Work with Board at the beginning of the year to prioritize publicity and key messages for UPWC events
 - Ensure that photographs are taken at Club functions to the extent possible
 - Provide information for publication of Club events to local newspapers/magazines, and maintain contacts with these media organizations
 - Provide information to the Historian about publications and photos



ROLES & RESPONSIBILITIES (Continued)

- **SOCIAL**
 - Plan the coming year's activities and submit plans to the Board of Directors
 - Manage reservations and funds for all social events and submit receipts for expenses to the Treasurer within a week after the event
 - Provide "Save the Date" information and prepare notices/reservation forms for the social activities to be submitted to the Web
 - Coordinate who will create the reservation forms and "Save the Date" information to be published online

- **SPECIAL INTEREST GROUP COORDINATOR**
 - Help establish new Special Interest Groups as needed
 - Have periodic meetings for SIG leaders to resolve issues and keep them abreast of new procedures and requirements (e.g. to familiarize them with new Wild Apricot website)
 - Ensure that Special Interest Group Chairs provide information about all activities to the Website Coordinator
 - Be the spokesperson for all the special interest groups at Board meetings, General Meetings, and other relevant meetings (coffees, etc.)
 - Advise President of prospective candidates for leadership of special interest groups

- **WEBSITE COORDINATOR**
 - Responsible for maintaining the Club's website with the help of the Co-Website Coordinator
 - Update biographies, reservation forms, Bylaws, and other website information as needed
 - Send Website Orientation email to new members

- **CO-WEBSITE COORDINATOR**
 - Update and maintain the Upcoming Events page on the website
 - Communicate with SIG Chairs to keep website information current
 - Send event announcements and reminders to SIG Member Groups from Wild Apricot

- **E-COMMUNICATIONS COORDINATOR**
 - Provide general information to the membership on a monthly basis to highlight items of interest
 - Keep up to date distribution list in MailChimp
 - Promote special events to the members if and when needed

- **ALL COMMITTEE CHAIRS**
 - Attend all meetings of their respective committees



ROLES & RESPONSIBILITIES (Continued)

- Attend all Board meetings
- Submit monthly reports to Board of Directors
- Update the Website Coordinator monthly with updates to activities for posting on the website
- Prepare a written report detailing the prior year's activity and lessons learned and present this to the incumbent Present, the incoming President, and to the succeeding Chair
- Provide timely information to the Website Coordinator and e Coordinator for updates to the website and the newsletter