 ROLES & RESPONSIBILITIES (a/o 04.11.2018)

* **PRESIDENT**
  + Preside at all General Meetings and Board of Director meetings, providing agenda and minutes from previous meetings to be approved
  + 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 for website
  + 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
* **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
  + 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

 ROLES & RESPONSIBILITIES (CONTINUED)

* **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 nametags
* **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 submits 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 & RESPONSIBILITES (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
  + Co-Treasurer sells and administers the raffle tickets at all luncheons
  + Submit the year end digital file to the Website Coordinator
* **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
  + Report new member information and updated member information to President, First Vice President, Treasurer, Special Interest Chair, Website Coordinator, and appropriate Neighborhood Liaison
  + Collect all membership applications
  + Create information data base of all member information
* **HISTORIAN**
  + Keep a chronological portfolio of Club activities
  + Keep photos and newspaper clippings
  + Create videos of each year of activities using clippings and photos, saving on a memory stick to send to the Website Coordinator

 ROLES & RESPONSIBILITES (CONTINUED)

* **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
* **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 publish the reservation forms and “Save the Date” information online

 ROLES & RESPONSIBILITIES (CONTINUED)

* **SPECIAL INTEREST GROUP COORDINATOR**
  + Help establish new Special Interest Groups as needed
  + 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**
  + Maintain the Club’s website
  + Provide general information to the membership on a monthly basis to highlight items of interest
  + Maintain the membership online directory based on information received from the Membership Executive
  + Update biographies, reservation forms, Bylaws, and other website information as needed
  + Keep up to date the email list for all members
  + Send Website Orientation email to new members
* **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
  + 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