 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