|  |  |
| --- | --- |
| Officer | Responsibilities |
| President2 Year TermRita | 1. **Leadership:**
	* Preside at all Club & Executive Committee meetings or delegate as needed
	* Represent the club at all meetings when required at the State or National level or delegate as needed
	* Primary NFRW and MNRFW contact
	* Appoint committee chairs (e.g., Hospitality, Communications, Membership, etc.) as appropriate for club operation.
	* Ensure Annual Financial Audit is completed
2. **Administrative:**
	* Co-sign checks with the Treasurer.

*Total Time / Month = 7 hours* on average (can be up to 10 hours) 2 hours for specific tasks above. Plus 2 hours for Executive Committee meeting and 3 hours for monthly club meeting. |
| VicePresident2 Year TermAlexandra | 1. **Leadership:**
	* Assist the President in the performance of her duties.
	* Represent the club at such meetings that the President is unable to attend.
	* If a vacancy occurs during the term of the President, the Vice President shall fill the office during the unexpired term.

*Total Time / Month = 8 hours.* 3 hours for specific tasks above. Plus 2 hours for Executive Committee meeting and 3 hours for monthly club meeting. |
| Secretary2 Year TermSharon | 1. **Meeting Related:**
	* Use templates to record meeting minutes and keep a record of all meetings (monthly club & executive committee).
2. **Administrative:**
	* Maintain records of the club (i.e. Meeting Minutes, Engagement Reports) except those of the Treasurer.
	* Keep record of all contracts, logins and passwords (club gmail, MailerLite, etc)
* *Total Time/Month = 7 hours. 2* hours for monthly club minutes and executive committee minutes. 2 hours for executive committee meeting and 3 hours for monthly club meeting attendance.
 |
| Treasurer2 Year TermCathy | 1. **Manage Funds:**
	* Collect membership dues and refreshment donations
	* Deposit money into club’s bank account (New Market Bank)
	* Disburse funds as directed by the Executive Committee as one of two authorized signatures (President and Treasurer).
	* Forward annual membership fees to State Federation.
2. **Administrative:**
	* Coordinate with Database Director to share dues payment info and confirm all contact information collected on new members
	* Present a written statement of account at club and Executive Committee meetings
	* Maintain all financial records and prepare a statement for Annual Audit
	* Work with Committees to prepare an annual estimated budget
* *Total Time / Month = 6 hours.* 1 hour for accounting tasks and creating treasurer’s report. 2 hours for Executive Committee meeting and 3 hours for monthly club meeting.
 |
| Database Director2 Year Term(Ann) | 1. **Meeting Related:**
	* After club meetings collect registration sheets, confirm any dues payment info from treasurer, record information in club database and update email marketing distribution list to align with club database
	* Update Club Meeting Registration sheets for next meeting (Excel file) with New Members and next meeting date (email file to XXXXX to be printed)
2. **Administrative:**
	* Maintain Club database (spreadsheet) with following information on club members and prospective members: Membership status & type, dues payment, contact info, join date, club meeting attendance, Officer and Committee info and other data
	* Maintain email marketing system (MailerLite) permissions for Officers, Chairs and committee members respecting data privacy and allowing execution of club roles
	* Prepare Annual Dues Payment report to support Annual Financial Audit (Subtotal dues collected each year and bring to audit to ensure dues match)
* *Total Time / Month = 8 hours.*  3 hours for specific tasks above, plus 2 hours for Executive Committee Meeting and 3 hours for monthly club meeting
 |

**CLUB OPERATIONS:**

**Executive Committee (Officers and Committee Chairs):**

* Manage club operations and provide guidance to committees
* Develop a club operational calendar for the year for committees to leverage for planning
* **Meeting Related:**
	+ Reserve Monthly club meeting room and pick up the key.
	+ Ensure meeting room left as found.
	+ Draft Club and executive committee meeting agendas for Executive Committee input.
	+ Keep track of volunteer hours and update the spreadsheet before the meeting.
	+ Plan monthly meetings and draft Club Meeting Announcements
	+ Contact speaker for monthly club meeting, confirm attendance and audio visual/computer requirements.
	+ Collect bio and photo from speaker to provide to Communications Committee for promotional development.
	+ Ensure Club Meeting Announcement is sent to speaker(s).
	+ Use meeting agenda to build out meeting presentation (powerpoint)
	+ Print Registration pages and bring to meeting (Members & Non-Members)
	+ Print Name Tags for NEW members as indicated in Club Engagement report; only have nametags for members current on dues
	+ Send out thank you notes to guest speakers.
	+ Propose action alerts to be sent to club distribution list via MailerLite.
	+ Periodically review our website and request changes or updates.

**Communications Committee:**

* Club Meeting Announcements & Action Alerts:
	+ Develop Club Meeting Announcement from Executive Committee draft in MailerLite
	+ Schedule to distribute 3-4 weeks prior to club meeting
	+ Send meeting announcement to contacts to publish on MNFRW and SWCRW websites
	+ Schedule meeting announcement to resend to the week of meeting
	+ As Needed: Design and send Action Alerts as requested by Executive Committee
* Maintain Club website:
	+ Publish updated “New Membership Kit” and “Current List of Members” as requested by Membership Committee on Members Only Pages
	+ Publish proposed meeting minutes and current Club Bylaws on Members Only pages as requested by Executive Committee
	+ Administer Members Only access requests / Clear access of former members
	+ Publish Club meeting announcements on Home Page
	+ Maintain current information throughout the site
* Maintain Club Facebook page including adding monthly meeting events
* Confirm club meeting announcement continues to appear in local papers (generic).
* Prepare an annual expected budget for Executive Committee/Treasurer

**Membership Committee:**

* Contribute ideas to be included in club calendar for committee activities
	+ Identify Community outreach opportunities for club to support
	+ Identify Republican events to be present to promote and invite prospective members
	+ Determine if outreach possible to extended database list from Republican Party
* Prepare Monthly Engagement Report (Word File) and email to Executive Committee
* Review club database for potential MIA members to contact
* Review club engagement report/database for New members to welcome
	+ Send Welcome email from Club email account (Chair)
	+ Call New members to confirm all Contact info in the database
	+ Walk members through how to request access to members only pages
	+ Encourage members to serve club
* Update and send to Communications committee to publish on the club website the New Membership Kit (annually) and Current List of Members (monthly)
* Prepare an annual expected budget for Executive Committee/Treasurer

**Hospitality Committee:**

* Provide economical Monthly Club meeting beverages & light edible options
	+ Beverages: Water, Coffee and Tea Pod Keurig offerings
	+ Fruit and/or pastries
	+ Supplies: Napkins, coffee cups, sugar and creamers
* Ensure any donations provided to Treasurer to offset expenses
* Submit expenses to Treasurer for Reimbursement
* Work with Treasurer to have a recap of annual expenses and prepare an annual expected budget for Executive Committee