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| Officer | Responsibilities |
| President  2 Year Term  Rita | 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. |
| Vice President  2 Year Term  Alexandra | 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. |
| Secretary  2 Year Term  Sharon | 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. |
| Treasurer  2 Year Term  Cathy | 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 Director  2 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