

# SANTIAGO WOMEN'S CLUB

## Elected Positions Descriptions (rev 03/11/2019)

### **President**

- Preside at meetings
- Oversee all committee heads and activities and general running of club
- Preside over timely board meetings and notify Board & Committee Heads of meetings
- Sign treasury checks when treasurer is not available
- Reserve and schedule site for book sale
- Renew all permits annually for meetings/book club/book sale
- Preside over sending of grant letters to schools
- Term of 1 year

### **Vice President**

- Preside at all events in absence of President
- Entertainment organizer for monthly meetings to include scheduling, payment and introduction
- Assist President at all events
- Communicate special needs for entertainment to Savannah Center
- Assume role of President at conclusion of previous President's term of office
- Term of 1 year

### **Treasurer**

- Responsible for all funds relating to the club
- Make deposits and maintain checkbook
- Pay caterer day after luncheon
- Prepare financial report for board members
- Reimburse expenses incurred by board members and/or individuals
- Treasurer is in charge of the cashiers on the day of the annual Book Fair and shall provide each cashier with a money box and \$100 in change. Treasurer will be required to make several trips to the bank on the day of the sale to deposit sale monies and ensure adequate change available to the cashiers. Financial summary of the Book Fair will be presented to the Board and General Membership.
- Term of 1 year

### **Secretary**

- Record and maintain minutes of monthly board meeting and submit to Board Members and Committee Heads. Draft to be sent to President for approval prior to publication.

**Responsibilities – Non-Elected Positions/Committee Chairpersons**  
**(Rev 03/11/2019)**

**Boggy Creek / Teddy Bear Chairperson**

- Coordinate bear sewing
- Organize trip to Boggy Creek to deliver and stuff bears
- Reserve meeting site for above

**Book Club Chairperson**

- Plan and coordinate monthly book club reviews and discussion leaders
- Communicate information to Webmaster and Newsletter Chairpersons

**Book Fair Chairpersons (2)**

- Plan and coordinate yearly used book sale
- Arrange for storage unit to store/sort books prior to sale
- Arrange for transportation of books to Savannah Center for sale
- Arrange for someone to take excess books not sold at sale

**Box Tops Chairperson**

- The collections box is put on the table near the 50/50 ticket sales for individuals to drop in their saved Box tops for Education (plastic baggies provided for ease of collection)
- Get to meetings early to set up box and collection baggies
- The school has to pay postage when submitting the box tops, so ensure each box top is checked for current date and then trimmed
- Count them and then place them all in one baggie with the number of box tops written on the baggie and give to the school liaison to deliver to Stanton-Weirsdale school
- Provide the club President with the total number of box tops collected from September through June so that she may announce at the June luncheon

### **Cards for Kindness Chairperson**

- Purchase and send card for individuals in case of illness, or death in family
- Coordinate with SWC President

### **Charitable Giving Chairperson**

- Solicit charitable giving organizations at luncheon, select with focus on veterans, women and children
- Determine charitable giving schedule for the year
- Organize charitable giving events
- Work with the Board regarding giving amounts
- Report the giving to SWC membership at a luncheon

### **Christmas Gate Decorations Chairperson**

- Create and/or maintain Christmas decorations for entrance gate
- Responsible for storage of decorations
- Responsible for putting up and taking down decorations in a timely manner

### **Day Trip Chairperson(s)**

- Get feed back from club individuals regarding trip choices
- Make all ticket entrance/transportation/lunch arrangements for trips
- Collect funds for trips and coordinate trip participant lists
- Provide money to SWC Treasurer

### **Newsletter Chairperson**

- Record information at board meeting to be included in monthly newsletter which is distributed at the monthly luncheons
- Prepare and submit articles to newspaper
- Arrange for posting of monthly luncheon flyer at mailbox stations

## **50/50 Chairperson(s)**

- Purchase tickets for 50/50 and envelopes in which to place winning money
- Sell tickets at luncheon - \$1 each/\$2 for 3/\$5 for 10
- Give ½ ticket to purchaser and place other half in jar for drawing
- Determine how many \$10 prizes can be distributed from 50% of the money collected from the sales
- Place monies in envelopes
- At conclusion of luncheon, draw winning tickets and distribute cash envelopes
- Provide remainder of monies to the Club Treasurer

## **Gate Flags Chairperson**

- Maintain flags in good condition
- Following current list of appropriate holidays/occasions, put up the flags at the Santiago gate – 2 flags on the right, 2 flags on the left, and 1 flag in the middle
- With the exception of the middle position, make sure you look for the white tubes in the ground marking positions for the flags
- When putting up the flags, first remove the tubes and place on the ground next to where the flags go
- Put the base spike into the hole firmly using a hammer to put in
- Put together the 4 sections of flag pole and then add the flag
- Put poles into the bases and tie the piece of rope around the base to ensure flag stays secure
- When taking down the flags, reverse the procedure making sure to mark the holes with the white pvc pipes for the next time
- Wash/dry the flags and store for the next time.
- Flags are usually placed the day before and removed the day after in a timely manner. On some occasions that cover a weekend with a Monday holiday, they may be placed on the Friday and removed on the Tuesday

### **Golf Chairperson**

- Arrange and coordinate all golf outings ie tee times; make teams for green and gold tees
- Collect money and distribute prizes

### **Historian (Scrapbook) Chairperson**

- Take pictures at club events and add to scrapbook
- Maintain historic record of memorable club events from newspaper articles etc to add to scrapbook
- Bring scrapbooks to luncheon meetings on rotating basis for membership to see

### **Ice Cream Social Chairperson**

- Coordinate volunteers and needs for ice cream socials at Stanton-Weirsdale Elementary School
- Coordinate dates with Stanton-Weirsdale Media Specialist

### **Luncheon Reservation Chairperson**

- Collect money and reservations for luncheon and give to Treasurer
- Maintain attendance list and coordinate with name tag coordinator
- Choose menu for monthly luncheons & arrange for set-up with caterer
- Annual menus shall be approved by the Board prior to signing contract
- Arrange for June luncheon off site from the Savannah Center
- Provide Newsletter Chair with final headcount for number of copies
- Communicate lunch menu to Webmaster and Newsletter Chair

### **New Membership Chairperson**

- Coordinate with luncheon chairperson to ensure handout of form for new members to fill out (name, address, email, phone)
- Make name tags
- Follow up with a welcome email

### **Poll Election Workers Chairperson**

- Coordinate with Sumter Elections for needs to man Poll #105 – Coconut Cove – list of workers/required paperwork etc
- Coordinate training dates with volunteers
- Coordinate transportation to poll site and training site
- Coordinate activity for day of poll
- Coordinate funds transfer to poll workers as well as collection of monies to be turned over to SWC Treasurer by poll workers
- Coordinate any publicity with Daily Sun

### **School Grant Chairperson**

- Send grant application letters to Principals at Stanton-Weirsdale and other appropriate recipients
- Form a committee of at least three (3) members to review/recommend applications
- Inform Board of recipient winners . Board to determine grant amounts.
- Send notification to winners and principals of schools
- Ensure web/email chair receives information

### **School/SOZO Outreach Chairperson**

- Coordinate needs for sponsored schools and SOZO and recommend to the Board
- Coordinate sponsorship for SOZO kids programs

### **SWC Board Elected Positions Nomination Chairperson**

- Prior to first meeting in the fall (September) prepare nominating ballot forms
- At September and October meetings, pass out nominating ballots to attendees. Collect ballots at completion of luncheons.
- Ensure that individuals are aware that they should confirm that their nominee is willing to run for office

- Prepare voting ballots for the November meeting and distribute same at the meeting. Collect completed ballots at end of meeting
- Announce election results at November luncheon meeting
- Coordinate installation of new Board members at the January luncheon meeting

#### **Table Decorations Chairperson**

- Decorate tables for luncheons according to provided personnel schedule
- Arrange annual schedule of volunteers for decorating

#### **Website/Email Chairperson**

- Update/maintain the SWC website and email list
- Send email blasts reminders of meetings/special events 2 weeks prior to luncheon or as directed by the SWC Board