

## OWC STANDING RULES

### ARTICLE I. GENERAL

Section 1. **Standing Rules Coverage:** Standing Rules govern all matters not covered in the Bylaws and are primarily operating procedures including Article I. General; Article. II. Accounting Procedures; Article III. Building and Grounds Management and Use; Article IV. Membership Management; Article V. Nominating Process; Article VI. Conducting Meetings; and Article VII. Job Descriptions.

Section 2. **Meeting Times:** General Meetings shall be held monthly at the clubhouse September through June on the first Tuesday of the month at 1:30 pm with refreshments and social at 1 pm unless otherwise scheduled in advance. EC meetings shall be held monthly at the clubhouse August through May on the last Tuesday of the month at 10:30 am unless otherwise scheduled in advance.

Section 3. **Benefits of Membership:** Membership in the OWC provides an opportunity to be part of an organization dedicated to community service, meeting new friends, having fun volunteering with others, giving back to the community, learning new things and becoming a leader or helper. Members receive the Yearbook and Roster, Newsletters, Bylaws, Standing Rules including Job Descriptions and other information on its objectives and programs.

Section 4. **Responsibilities of Membership:** Membership comes with certain obligations and responsibilities. To the extent possible members are expected to:

- a. Attend meetings with reasonable regularity, be on time, give courteous attention during meetings and use parliamentary procedures.
- b. Be aware of financial obligations and be prompt in paying them.
- c. Contribute by participating in Programs, fundraising activities and on committees including serving as a hostess at a general meeting, except that officers shall not be required to serve during their administration unless they wish to do so. Members of the Ladies of the Neuse are encouraged to serve when possible.
- d. Actively participate in the work of the OWC and perform duties faithfully. If that proves impractical, ask to be excused promptly so that a replacement can be appointed.
- e. Promote the aims of the OWC, refrain from criticism, and set a good example in the community.
- f. Keep the Membership Manager informed of any changes in address, email, telephone numbers or other information used in the Roster.

Section 5. **Amendments to Standing Rules:** Proposed changes to Standing Rules must be submitted in writing to the President. Proposed changes shall be reviewed by the President and Bylaws/Parliamentarian for conformance to Bylaws and other policies and procedures. The proposal will be presented for consideration at the next scheduled EC meeting. Standing Rules may be changed at any time by vote of the EC and become effective at the time they are approved unless otherwise designated by the EC.

### ARTICLE II. ACCOUNTING PROCEDURES

Section 1. **Definitions:** The following accounting procedures shall establish common and consistent accounting practices for the OWC and Cemetery, and establish:

- a. Segregation of accounting duties within the OWC accounting practices.

- b. Use of the term Assistant Treasurers shall mean the OWC Assistant and Cemetery Assistant Treasurer.

**Section 2. Gross Receipts:**

- a. All cash and checks received by any member shall be given to the appropriate Assistant Treasurer, and shall be deposited into the appropriate checking account.
- b. Cash received will be counted by two (2) members and a receipt given by the appropriate Assistant Treasurer to the member responsible for the activity.
- c. Assistant Treasurers shall give to the OWC Treasurer all checking account bank statements, bank deposit receipts, rental receipts, and other receipt documents for reconciliation, audit and IRS filing purposes. For OWC financial reports, the transfer of documents shall occur monthly, for the Cemetery, the transfer of documents shall occur annually.
- d. All checking account statements are accessed online by the OWC Treasurer. The checking account statements for the Cemetery are sent by the Treasurer to the Cemetery Assistant Treasurer. Savings and certificate of deposit statements are mailed by the financial institution to the OWC and distributed by the OWC Assistant Treasurer.

**Section 3. Expenses:**

- a. Assistant Treasurers shall pay all expenses by check except for the 50/50 raffle prize, which shall be the only prize, award or expense paid from cash collected.
- b. Assistant Treasurers shall give the OWC Treasurer (monthly for OWC, annually for Cemetery) check stubs, bank deposit receipts, rental receipts, vendor invoices, Check Request and Requests for Reimbursement Forms, copies of donation letters, and all other receipts and payment documents for purposes of bank reconciliations, financial reporting, annual audit and IRS filing.

**Section 4. Check Requests and Requests for Reimbursement Forms:**

- a. An OWC member may be reimbursed for OWC expenses by submitting a Check Request and Request for Reimbursement Form to the appropriate Assistant Treasurer complete with the following items:
  - i. The member's signature (requestor) and date.
  - ii. The receipt for the expenditure. If no receipt, an explanation of the expense.
  - iii. The approver's signature (officer, Program Chairman, Activity Manager or Committee Chairman other than the requestor and check signer).
- b. All cash advances requested by members to purchase items prior to a fundraising event or for petty cash purposes are to be requested by submitting a Check Request and Request for Reimbursement Form to the appropriate Assistant Treasurer complete with the following items:
  - i. The member's signature (requestor) and date.
  - ii. An explanation of the purpose for the cash advance.
  - iii. The approver's signature (officer, Program Chairman, Activity Manager or Committee Chairman other than the requestor and check signer).
- c. All cash advances shall be repaid by the requestor by returning the cash advance to the appropriate Assistant Treasurer who issues a receipt for the cash advance.
- d. For each check request and request for reimbursement transaction, the check signer shall not be the requestor on the request.

**Section 5. Tax Payer Identification Number:** All checking accounts, savings accounts and certificates of deposit for all OWC accounts shall be opened using the IRS issued OWC taxpayer identification number.

Section 6. **Bank and Investment Accounts:** All bank or investment accounts opened or closed, or funds transferred into or out of any savings account or certificate of deposit including roll over certificates of deposit by any Assistant Treasurer requires the prior approval of the EC.

Section 7. **Authorized Account Signers:**

- a. The following club members are authorized signers for checking accounts, savings accounts, certificates of deposit, including opening and closing of certificates of deposit and roll over certificates of deposit:
  - i. OWC Assistant Treasurer for all OWC accounts.
  - ii. Cemetery Assistant Treasurer for all Cemetery accounts.
  - iii. President for all OWC and Cemetery accounts.
  - iv. Vice President for all OWC and Cemetery accounts.
  - v. Secretary in the event the President or Vice President cannot be an authorized signer due to conflict of interest.
- b. New account signature cards shall be completed for all checking accounts, savings accounts and certificates of deposit, and filed with each bank and investment company in January of each year.

Section 8. **Financial Books and Records:**

- a. Each Assistant Treasurer is the custodian of its checkbook(s).
- b. The Cemetery Assistant Treasurer is custodian of monthly checking account statements, paid invoices, paid Check Request and Request for Reimbursement Forms and other payment documents and financial reports for the current year and prior year.
- c. The OWC Treasurer is the custodian for all OWC checking account statements, paid invoices, paid Check Request and Request for Reimbursement Forms, IRS submissions and other payment documents and financial reports for the current and prior year.
- d. All historical financial books and records including IRS filings for the OWC and Cemetery shall be retained for seven (7) years at the clubhouse. Computer (Quicken) files are available since 2008.

Section 9. **Segregation of Accounting Duties:**

- a. The OWC Treasurer is responsible for all checking account, savings accounts and certificates of deposit reconciliations, monthly financial reports, annual budget, quarterly asset reports, and preparation of IRS tax forms for the OWC and Cemetery.
- b. The OWC and Cemetery Assistant Treasurers are responsible for depositing funds, writing and signing checks and obtaining bank checks. The OWC Treasurer reconciles the OWC checking account statements and all investment bank statements for the OWC and Cemetery. The Cemetery Assistant Treasurer reconciles only checking account statements.
- c. The Audit Committee consists of three (3) clubwomen, appointed by the President in January, one of whom is on the EC and serves as Chairman. The Committee audits the financial records including all IRS submissions of the previous fiscal year of the OWC and Cemetery. The Committee may consult a non-OWC member in the conduct of the audit if it is deemed outside expertise is needed.
- d. All check requests and requests for reimbursement transactions require three (3) separate and unique signatures on each transaction: the requestor, the approver and the check signer.

## ARTICLE III. BUILDING AND GROUNDS MANAGEMENT AND USE

*OWC MEMBERS REPORT EMERGENCIES, DAMAGE OR SUPPLY NEEDS TO THE BUILDING MAINTENANCE MANAGER OR OFFICER LISTED IN THE YEARBOOK.*

*RENTERS REPORT SUCH EMERGENCIES, DAMAGE OR SUPPLIES NEEDED TO THE PROPERTY RENTAL MANAGER LISTED IN THEIR CONTRACT.*

**Section 1. Building Maintenance:** The OWC owns the clubhouse on Gilgo Road. Ownership places great responsibility on the membership to insure that it is well maintained, clean, appropriately equipped and poses no hazards to members, guests and renters who use the facility, its grounds and parking area. All members have a responsibility to take care of the facility when they are using it and to report promptly any problems to an OWC officer or the Building Maintenance Manager.

- a. A Building Maintenance Manager shall be appointed by the incoming President in November or December and shall serve on the EC as a voting member beginning on the first day of the new fiscal year with responsibility for:
  - i. Scheduling clubwomen to check the building weekly to make sure it is orderly, well supplied, no water running, dishwashers empty, stove and oven burners off, garbage removed, all windows and doors locked, lights off, only center ceiling fan on, and thermostats appropriately set when building is not in use (summer setting is 80 degrees; winter setting is 60 degrees).
  - ii. Scheduling an inventory of equipment and furnishings annually for insurance purposes.
  - iii. Scheduling members for periodic light clubhouse cleaning.
  - iv. Purchasing or authorizing others to purchase expendable supplies such as paper towels, garbage bags, dishwasher soap, toilet paper, and other basic supplies.
  - v. Keeping the EC informed of major equipment repair or replacement needs, cleaning, painting and other clubhouse needs (purchases in excess of \$500 require EC approval).
  - vi. Insuring that garbage cans and recycle bins are taken out to the curb and returned to the back of the building weekly (contact OWC Assistant Treasurer if there is a problem).
  - vii. Keeping the two (2) first aid kits that are available in the kitchen supplied.
  - viii. Checking the fire extinguishers located in the kitchen and outside the ladies restroom yearly to be sure they are in working order.
- b. Personal items left at the clubhouse by members, guests and renters will be kept for one (1) month then removed by the Building Maintenance Manager. Such items left at the clubhouse may be discarded or given to another charitable organization at the discretion of the Building Maintenance Manager.

**Section 2. Grounds Maintenance:** Mowing of the clubhouse grounds and Cemetery is by contract managed by the OWC Treasurer and President. Management of the OWC grounds is the responsibility of the EC through the Garden Club. The Garden Club shall be responsible for:

- a. Light maintenance of the grounds including pruning, fertilizing, weeding, leaf blowing and raking, planting flowers and small shrubs, and fire ant control.
- b. Notifying the EC of major grounds maintenance needs such as removal of trees, limbs, bushes and debris piles.

**Section 3. Reservations for Use of the Building and Grounds:** Any OWC or other use of the clubhouse or its grounds shall be scheduled through and approved by the Property Rental Manager. Any non-renting group who use the clubhouse, excluding OWC program activities, is required to pay \$5 per non-member per use. OWC member must be present at all times.

- a. The property is not available for lease at any time that it is needed for any OWC activity.
- b. At the time an OWC event is planned, the event manager shall work with the Property Rental Manager to reserve the day(s) of usage.
  - i. OWC activities that occur regularly (monthly throughout the Club year or entire year as appropriate) shall be scheduled at the beginning of the year with the Property Rental Manager. Changes in the regularly scheduled activity must be reported promptly to the Property Rental Manager.
  - ii. Reservations must be made through the Property Rental Manager and only she will put it on the clubhouse calendar.
- c. Reservations for private events by members and non-members is by contract available from the Property Rental Manager at Tidewater Real Estate.
  - i. Such events are accepted on a first-come first-serve basis.
  - ii. Reservations are not accepted more than one (1) year in advance of the event date.
  - iii. The rental fee schedule and other requirements are set forth in the rental contract and any requests for a variance shall require approval by the EC taking into consideration recommendations of the Property Rental Manager.

Section 4. **Parking:** OWC and Rental use of the clubhouse includes use of the grounds and parking lot.

- a. The parking lot may not be used when the clubhouse is not in use except by OWC members and guests when field trips are occurring.
- b. Overnight parking is prohibited and will be subject to police action.
- c. Parking in the circular drive is prohibited except for loading and unloading. This is a FIRE AND EMERGENCY LANE. Unattended vehicles must never be left there.
- d. Parking on Gilgo Road is at the vehicle owner's risk.

Section 5. **Clubhouse Capacity:** The clubhouse capacity for any event is a maximum of 180 standing or 120 seated as determined by the Fire Marshal.

- a. The kitchen has flatware, china, glasses, utensils and other normal kitchen equipment to serve 120.
- b. There are tables and chairs to seat 120.

Section 6. **Utilities:** The building is served by public water and sewer, and electricity by Progress Energy.

- a. The temperature should never be changed on the electric hot water heater located in the storage closet next to the kitchen entrance. Do not turn off the hot water heater except in an emergency.
- b. The building is heated and air conditioned by two (2) heat pumps. There are two (2) thermostats on the east wall of the main room. To conserve energy NEVER turn both on at the same time. Unoccupied summer setting is 80 degrees. Unoccupied winter setting is 60 degrees. If these settings are changed for events they must be reset when leaving the building.
- c. Ceiling fan switches are on the east wall near the kitchen. Leave middle fan on at all times.
- d. Light switches for the main room are in the main room near the boardroom entrance. Make sure all light switches are OFF in and outside the clubhouse and shed when leaving the building.
- e. The light switch at the entrance to each bathroom is also an exhaust fan switch. Turn it off if the room is empty.
- f. Always make sure that no water is running in the bathrooms and kitchen.

Section 7. **Furnishings, Equipment and Flooring:** Property (e.g. furniture, appliances, audio equipment, pictures, flags and stands, and podium) may not be removed from the clubhouse, except for repair

and/or cleaning without the consent of the EC. Donations will be used by the clubhouse or donated to another charitable organization at the discretion of the EC.

- a. OWC items mounted on the walls may not be removed without permission of the EC.
- b. The floor in the main room is painted concrete. Care should be taken when moving heavy objects across the floor.
- c. Long tables, card tables, chairs, and other equipment taken from the storage shed must be returned there before leaving the building. The various incidental tables and bookcases should remain in the main meeting room along with 30 chairs and three (3) long tables. Several card tables and chairs may remain in the boardroom at all times. The Building Rental Manager may give other instructions concerning returning the room to order depending on the expected next use of the property.

Section 8. **Cleaning and Supplies:** Members are expected to do their part to keep the building clean and supplied, and notify the Building Maintenance Manager of any needs.

- a. The bathrooms are located at the east end of the main room. Extra supplies are available from the sink cabinet of the ladies room or from the storage closet next to the kitchen.
- b. Kitchen cleaning supplies are located in the cabinet under each sink and in the storage closet next to the kitchen.
- c. Before exiting the building garbage and trash must be removed or placed in containers in the wood enclosure at the back of the clubhouse. Separate disposable trash from recyclable material. Trash bags are among the basic supplies.
- d. Clean up spills and sweep the floor if necessary. Tools, ladder and other cleaning supplies are in the closet next to the kitchen. Commercial cleanings are scheduled at the discretion of the EC.

Section 9. **Decorations:** Decorations are permitted on the fabric-covered walls but not on the painted surfaces, ceiling or attached to the ceiling light fixtures or fans. Decorations and related materials (i.e., staples, nails, tape, etc.) must be completely removed at the conclusion of an event.

Section 10. **Closets and Shed:** The closets in the boardroom and the locked closet next to the ladies restroom as well as the shed are for the exclusive use of OWC.

- a. Personal items may not be stored at the clubhouse, in the closets or the shed.
- b. Items in the locked closet, including the lectern and sound system, are for use at OWC functions only.
- c. Program and Activity groups are expected to keep their supplies separate and neatly stored and to discard outdated materials.

Section 11. **Keys:** Keys to the clubhouse (front and back doors of clubhouse and shed and a separate key for the locked closet) are issued to officers and certain Program Chairmen and Activity Managers who use the building regularly. The President, Treasurer and OWC Assistant Treasurer have a key to the Oriental Post Office Box, and the President has keys to the breakfront in the main room. Renters receive a clubhouse key from the Property Rental Manager.

- a. A member who does not have a key and needs access to the building may obtain a key(s) from the Property Rental Manager or an OWC officer. Keys must be returned promptly.
- b. When the clubhouse is occupied for an event or meeting all exit doors should be unlocked.
- c. OWC members and renters must make sure all doors and windows are locked when exiting the building.

Section 12. **Alcoholic Beverages:** Alcoholic beverages may be consumed on the premises, but not sold on the premises. By contract, the lessee accepts liability for alcoholic beverage consumption and results therefrom.

Section 13. **NO SMOKING IN THE BUILDING.**

Section 14. **OWC Custodian:** The Custodian is an employee of the OWC who performs duties as directed by the President or her designee including but not limited to:

- a. Setting up and taking down tables and chairs for general meetings and special functions as directed by the President or her designee. A diagram should be posted on the bulletin board in the supply closet next to the kitchen. The Hostess Manager is responsible for letting the President or her designee know the number of tables and arrangement of the room for general meetings.
- b. Sweeping and/or mopping after a general meeting and removing garbage from the kitchen, bathrooms and board room.
- c. Program and Activity groups that need assistance of the Custodian must contact the President or her designee to obtain such assistance.

Section 15. **Cemetery Management and Maintenance:** The OWC manages the maintenance of the Oriental Cemetery (also referred to as the Blackwell Point Cemetery or Tranquil Cemetery of Oriental) under a Cemetery Maintenance Fund Agreement. The Cemetery Manager is a voting member of the EC appointed by the incoming President. The Cemetery Assistant Treasurer is appointed by the Financial Advisory Group. It is the responsibility of the Cemetery Manager to:

- a. Keep the President and OWC Treasurer informed on Cemetery management and maintenance needs.
- b. Work with the Cemetery Assistant Treasurer and OWC Treasurer to insure that adequate funds are available for maintenance of the Cemetery.

## **ARTICLE IV. MEMBERSHIP MANAGEMENT**

Section 1. **Membership Manager Responsibilities:** The Membership Manager is appointed by the incoming President in November or December and assumes her duties on the first day of the new fiscal year. She is a voting member of the EC, and is responsible for welcoming visitors and guests, promoting and encouraging individuals to join the OWC and follow-up with individuals leaving the OWC. The Membership Manager shall:

- a. Welcome visitors and guests at general meetings.
- b. Have guests (one-time visitors such as speakers, members of other clubs, invited guests) and visitors (potential new members) sign in, give name, mailing address, email address and phone number(s).
- c. Provide each visitor and guest with a hand written name tag identifying them as VISITOR or GUEST.
- d. Provide unescorted visitors with an OWC member escort and make sure guests are accompanied by the person who invited him/her.
- e. Provide each guest and first-time visitor (potential new member) with information on the OWC such as its brochure and newsletter, and answer any questions.
- f. Introduce visitors and guests, other than the meeting speaker(s), and new members at each general meeting.

- g. Send a follow-up letter to each new member and visitor thanking them for joining or visiting and invite them to the next meeting.
- h. Provide a new member with a Getting to Know You Form (name, mail and street address, spouse's name, email address, phone numbers, day/month of birthday, special expertise or knowledge such as computer skills, accounting background and the like, and activity interest, (i.e. joining one or more of the Programs: Arts, Education, Garden Club, Home Life and/or Ladies of the Neuse) to be completed and returned to the Membership Manager at the next general meeting,
- i. Provide a copy of the completed Getting to Know You Form to the Newsletter Editor, Hostess Manager and President.
- j. Provide a Yearbook to each new member and maintain the Roster and Database of members.
- k. Provide LON with name of each new member for preparation of a permanent name tag to be worn at general meetings.
- l. Maintain a member's sign in sheet with their attendance recorded on an Excel spreadsheet. Their attendance and that of visitors will be maintained in the official record book.

Section 2. **Joining OWC:** Membership in OWC is open to any person. A visitor may join OWC by paying dues. A person who joins after the sixth (6<sup>th</sup>) month of the year shall pay one-half (1/2) the annual rate with no other pro rate reductions. All dues received shall be provided to the OWC Assistant Treasurer.

Section 3. **Payment of Dues:** Dues for the next fiscal year shall be payable by the January General Meeting. A member who fails to pay her dues on time shall automatically be dropped from membership and may rejoin upon payment of dues.

## **ARTICLE V. NOMINATING PROCESS**

(See also Bylaws Article V. Officers)

Section 1. **August:** At its August meeting the EC shall elect one (1) member from the EC to serve on the Nominating Committee. This person shall chair the committee.

Section 2. **September:** Two (2) additional members for the Nominating Committee shall be elected from the membership at the September General Meeting. The Nominating Committee shall contact all potential candidates for their consent to serve in the positions of President, Vice President, Secretary and Treasurer and present nominees to the EC at its September meeting.

Section 3. **October:** The slate of officers shall be presented to the general membership at its October meeting or through mail/email prior to the November General Meeting.

Section 4. **November:** A Nominating Committee member shall present the slate of officers for election at the November annual meeting. Nominations may be made by any member provided the nominees have first given their consent. In the event only one (1) candidate is named for an office, a voice vote may be taken; otherwise, election must be by secret ballot.

Section 5. **December:** The new officers for the following year shall be installed at the December General Meeting and assume their duties on the first day of the new fiscal year. Outgoing and incoming officers, Program Chairmen and Activity Managers meet at the December EC meeting to exchange information, keys and the gavel. The outgoing President opens the meeting and conducts it through Unfinished Business and the incoming President presents any New Business and closes the meeting.



## ARTICLE VI. CONDUCTING MEETINGS

Section 1. **EC Meeting Agenda:** The following is a typical agenda for conducting EC meetings:

- a. Call to Order (one tap of the gavel).
- b. Opening/Welcome Remarks.
- c. Announce that the minutes of previous EC meeting have been read and approved by three (3) members and are accepted for file. Ask for three (3) volunteers to read and approve minutes of current meeting.
- d. Correspondence (if any).
- e. Treasurer's Report: After presentation by Treasurer announce "Treasurer's report is accepted for file".
- f. Unfinished Business: Any business from a previous meetings still pending.
- g. Reports from Program Chairmen, Activity Managers and others in attendance.
- h. New Business: Any business that has not been previously discussed including voting on donating \$25 to the Scholarship Fund in memory of deceased or former members.
- i. Announcements.
- j. Adjourn: A vote to adjourn is not necessary (one tap of the gavel).

Section 2. **General Meeting Agenda:** The following is a typical agenda for conducting general meetings:

- a. Call to Order (one tap of the gavel).
- b. Opening/Welcome Remarks.
- c. Inspirational Reading.
- d. Program: Recognize Program Chairman or other member responsible for program to introduce speaker or activity.
- e. Minutes of the Previous General Meeting: Announce "Minutes of the previous general meeting have been read and approved and accepted for file and posted at the back of the room". Ask for three (3) volunteers to read and approve minutes of current meeting.
- f. Treasurer's Report: Announce "The Treasurer's report for previous month has been accepted for file and posted at the back of the room"
- g. Business: Including any unfinished and new business; EC activities/decisions; correspondence of interest to the membership, etc.
- h. Announcements by Program Chairmen and Activity Manager (should limit repeating what is in newsletter).
- i. Introduction of Visitors and New Members: Call on Membership Manager to announce.
- j. Thank Hostesses and others.
- k. Community Announcements: "Are there any announcements or further business?"
- l. Adjourn: A vote to adjourn is not necessary (one tap of gavel). Following adjournment announce "Stay in place for the 50/50 drawing". Call on 50/50 Manager to conduct drawing and announce winner.

Section 3. **Agenda Distribution:** Agenda for both EC and general meetings should be provided in advance or at beginning of meeting to officers. EC agenda also should be provided to Newsletter Editor. It may be provided to all EC members if desired. The agenda is a formal document filed by the Secretary.

Section 4. **Voting:** If there are actions to be voted on at EC or general meetings, seek confirmation from Secretary that a quorum is present. Except for voting for officers in the election process, a motion must be made and seconded followed by discussion. A second is not necessary for the election of officers.

- a. Except for the simplest of motions (such as making a donation to the Scholarship Fund in memory of deceased member or former member) the President or Secretary should repeat the motion before a vote is taken.
- b. Since the three (3) members of the Nominating Committee have been voted on by the membership (at the EC August meeting for the chairman and the September General Meeting for the additional two (2) members of the committee), there is no need for a second to the motion to elect officers . The Chairman of the Nominating Committee or her designee states “On behalf of the Nominating Committee I nominate (name) for President, (name) for Vice President, (name) for Secretary, and (name) for Treasurer. Are there any nominations from the floor? There being none, the nominations are closed. All those in favor say Aye, opposed say No. The Ayes have it. Congratulations to (names).” If there is a nomination from the floor it must be determined that the person has given consent to be nominated and the vote must be by secret ballot.

Section 5. **Installation of Officers:** The outgoing President should ask someone in the OWC, generally a past President or other past officer, to conduct the installation of new officers. This should be a fun time to recognize accomplishments of outgoing officers and install incoming officers.

- a. There are resources available on line or from some past Presidents for installation services that can be used or modified to fit the situation.
- b. Recognition of outgoing and incoming Program Chairman and Activity Managers is not necessary as they are not elected by the full membership, but may be recognized if desired.
- c. The gavel may be ceremonially passed at this time, but must be passed again at the December EC meeting, the last official meeting of the outgoing President.
- d. A President’s pin or badge may be presented.

Section 6. **Protocol:** The President or other presiding officer at a meeting should never turn a meeting/program over to a speaker or anyone else unless she must leave the meeting or step down as presiding officer. Invite the speaker to address the membership.

## **ARTICLE VII. JOB DESCRIPTIONS**

**Note:** Only those positions as indicated below are voting members of the EC. Officers are identified by a Nominating Committee and voted on by the entire membership (see Bylaws Article V. Officers and Standing Rules Article V. Nominating Process). Program Chairmen are appointed by their Program members or, if none appointed, by the incoming President in November or December (see Bylaws Article VII. Programs). Activity Managers are appointed by the incoming President (see Bylaws Article VIII. Activity Managers). The Assistant Treasurers of OWC and the Cemetery are appointed by the Financial Advisory Group (see Bylaws Article IV. Financial Management). The Property Rental Manager is an employee of Tidewater Real Estate. Single year committees or positions such as the Audit Committee, Nominating Committee and Financial Advisory Group are not described in these Job Descriptions, but are in the Bylaws.

### **Resources Available:**

- Bylaws and Standing Rules
- Articles of Organization

- Yearbooks
- Robert’s Rules of Order Newly Revised
- Written Histories and Scrapbooks
- President’s Files
- Past Presidents
- Minutes and Financial Reports

## **SECTION 1. OFFICERS**

(See also Bylaws Article IV. Financial Management and Article V. Officers)

### **a. President:**

The President provides guidance in the decision making process of the OWC and leadership to ensure that it operates within the structure of the Yearbook, Bylaws, Standing Rule and other policies and procedures. These resources are for reference as it is the members of the EC as outlined by the Bylaws who join with the President in making the decisions necessary for the operation of the OWC. An important role of the President is to DELEGATE: The First Rule of the President is to delegate some of her responsibilities so that the position does not become uncomfortable and overwhelming during the term of her presidency.

- Serves as a voting member of the EC.
- Prepares an agenda and presides at meetings of the OWC and the EC. A general knowledge of Robert’s Rules of Order Newly Revised is an asset.
- Represents all members of the OWC.
- Speaks on behalf of the EC when voicing decisions made by the EC.
- Refers to the Bylaws, Standing Rules and other policies and procedures to lead the OWC effectively.
- Directs the work and programs of the OWC with the assistance of the Officers, Program Chairmen, Activity Managers and other members.
- Makes sure Program Chairmen and Activity Managers are appointed to serve during her administration and appoints such other managers/leaders as may be necessary. She is an ex-officio member of each of the groups except the Nominating Committee and may attend their meetings as desired or as invited.
- Keeps the Vice President informed and involved in activities so that she may assume duties of the President if necessary and help with management.
- Works with the Vice President and Membership Manager to promote and encourage membership through support, training, recruitment and orientation.
- Encourages participation by members in a wide variety of community efforts, both as a group and as individuals.
- Works with members to project a strong image in the community.
- Serves on the EC as Past President in the year following her term as President.
- As the incoming President appoints Activity Managers in November and December. Appoints Program Chairmen if they have not been appointed or nominated by the Program in November.
- Serves as a member of the Financial Advisory Group.
- Appoints an Audit Committee in January.
- With the Treasurer, executes all contracts including the Cemetery Mowing Contract unless such action is designated otherwise by the EC. Rental agreements are delegated to the Property Rental Manager acting on behalf of the President. Changes to the Cemetery Maintenance Fund Agreement require approval of the President and Treasurer.
- Keeps the membership informed of actions taken at EC and at other meetings.

- Communicates with the Vice President and the Building Maintenance Manager for efficient operation of the OWC clubhouse building and grounds.
- Has signature authority on all financial accounts.
- Receives in writing for review proposed amendments to Bylaws or Standing Rules. Reviews such with the Bylaws/Parliamentarian and then submits the proposals to the EC for acceptance or rejection.
- Calls special meetings of the EC and special meetings of the OWC with the consent of the EC or by special written request to the President by at least 10 members.
- Keeps an up-to-date file of information that can be made available to her successor.
- Communicates and schedules work of the Custodian or delegates to another EC member.
- Performs such other duties as assigned in Bylaws, Standing Rules and as normally vested in the position.

**b. Vice President:**

- Serves as a voting member of the EC.
- Becomes familiar with the Bylaws, Standing Rules and other policies and procedures.
- Works with the Building Maintenance Manager to make sure the clubhouse and contents are kept in good order, cleaned as necessary and that supplies are stocked as needed.
- Works with the President and Membership Manager to promote and encourage membership through support, training, orientation and recruitment of members.
- Performs the President's duties in her temporary absence.
- Assumes the duties of the President for the remainder of the President's term should she resign or become unable to serve.
- Serves as a member of the Financial Advisory Group.
- Has signature authority on all financial accounts.
- Undertakes such other activities as assigned by the President or EC.

**c. Secretary:**

- Serves as a voting member of the EC.
- Prepares and keeps the minutes of general meetings, EC meetings and other special meetings and provides a copy of approved EC minutes to EC members and approved general meeting minutes to officers.
- Emails a copy of the EC and general meeting minutes to three (3) members who were present for review and approval and indicates such at the bottom of the minutes with the name of each reviewer and whether approved as read or approved with corrections.
- Provides the Website Manager with a copy of the approved general meeting minutes for posting on the website as soon as those minutes are approved.
- Posts a copy of the approved general meeting minutes for each general meeting at the back of the room.
- Records quorum at meetings when voting is necessary.
- Executes correspondence and gives notice of meetings when necessary.
- Keeps good records of minutes, attachments and correspondence and passes on the records of the previous year to her replacement. Files the records of the year preceding the year passed on at the clubhouse.
- Performs other duties as assigned by the President.

**d. Treasurer:**

- Serves as a voting member of the EC.
- Performs her duties in compliance with the Bylaws Article IV. Financial Management and the Standing Rules, Article II. Accounting Procedures.
- Manages all OWC accounts but is not a signer on any account. She also has responsibilities for the accounts of the Cemetery.
- Serves as Chairman of the Financial Advisory Group.
- Provides advice to the Audit Committee, but is not a member.
- Provides advice and guidance to Assistant Treasurers.
- Obtains new account signature cards for all accounts and files same with each bank and investment company in January of each year.
- Receives, opens and reviews all checking, savings and certificates of deposit statements.
- Receives from the OWC Assistant Treasurer for reporting purposes the OWC check stubs, bank deposit receipts, rental receipts, vendor invoices, check requests and requests for reimbursement forms and all other receipt and payment documentation.
- Prepares the OWC bank reconciliations, monthly financial reports, quarterly assets reports, and annual budget.
- Presents a monthly financial report and quarterly assets report for EC meetings and posts the reports for the membership at each general meeting.
- Keeps the EC informed of investments coming to term and recommends for their approval how and where to invest the funds for maximum return.
- Seeks prior approval of the EC to open or close any accounts or to transfer funds.
- Obtains input from Program Chairmen and Fundraising Manager to prepare the annual budget for the next fiscal year and presents it to the Financial Advisory Group and to the EC for approval in October. The approved budget shall be published in the November newsletter.
- Using input from Program Chairmen and Fundraising Manager, meets with the Financial Advisory Group to prepare a list of specific local donations within the amount allocated in the budget and presents it to the EC for approval in May and at a later date if all donation funds are not allocated. The approved donations shall be published in the June newsletter or as donations are determined.
- Prepares letters to recipients of annual local donations for her signature or that of the President and obtains checks from the OWC Assistant Treasurer. Keeps copies of letters for financial records.
- Prepares and sends letters and checks to scholarship winners' schools and copy of letter to scholarship recipients, and keeps copies for financial records.
- Serves as the custodian of all OWC checking, savings and certificates of deposit statements, paid invoices, paid check requests and requests for reimbursement forms and other receipt and payment documents, financial reports and IRS filings. Historical financial books and records to be stored at the clubhouse.
- Responsible for the preparation and filing of all IRS tax forms.
- Executes with the President all contracts for OWC and the Cemetery as authorized by the EC unless such duties are otherwise designated by the EC.
- Undertakes such other duties of a financial nature as described in Bylaws, Standing Rules and as may be assigned by the President with approval of the EC.

## **SECTION 2. ASSISTANT TREASURERS**

(See also Bylaws, Article IV. Financial Management and Standing Rules, Article II. Accounting Practices)

There are two (2) Assistant Treasurers: OWC and Cemetery with the following responsibilities:

- Each Assistant Treasurer performs duties in compliance with the Bylaws, Article IV. Financial Management and Standing Rules, Article II. Accounting Procedures.
- The OWC Assistant Treasurer receives all dues and deposits them in the OWC checking account.
- Each Assistant Treasurer receives all gross receipts (cash and checks) and deposits in the appropriate checking account.
- Each Assistant Treasurer is the custodian of the checkbook for her Activity/OWC and pays all expenses by check except the 50/50 raffle prize.
- The OWC Assistant Treasurer has signature authority on all OWC accounts and the Cemetery Assistant Treasurer on cemetery accounts.
- Each Assistant Treasurer requires a Check Request and Request for Reimbursement Form properly signed to write a reimbursement check for expenses or comply with a request for a cash advance for an activity.
- Each Assistant Treasurer issues a receipt to the Program Chairman, Activity Manager or other member for all cash received at any event including 50/50, and attaches a copy to the deposit slip.
- The OWC Assistant Treasurer serves on the Financial Advisory Group as an advisor.
- The OWC Assistant Treasurer prepares Scholarship and donation checks for the Treasurer.
- Each Assistant Treasurer gives the OWC Treasurer as necessary check stubs, bank deposit receipts, rental receipts, vendor invoices, check requests and requests for reimbursement forms and all other receipt and payment documents for the purposes of bank reconciliation, financial reporting, audit and IRS filings.
- Undertake such other duties of a financial nature as may be assigned in Bylaws or by the OWC Treasurer.

## **SECTION 3. PROGRAM CHAIRMEN**

(See also Bylaws Article VII. Program Chairmen)

### **a. Arts Program Chairman:**

- Serves as a voting member of the EC. If unable to participate in EC meetings, appoints another member of the Program as representative on the EC.
- Keeps a file of Program activities/projects and passes the information to her successor.
- Encourages OWC members to join her Program, and participate in meetings, workshops, fundraising, field trips and other activities.
- Keeps the Membership Manager apprised of members joining/leaving the Program.
- Schedules use of the clubhouse by her Program with the Property Rental Manager.
- Consults resources and the community for ideas and information involving her Program area.
- May arrange for a speaker/program for one or more general meetings.
- Makes sure that in November a Program Chairman is selected through a nominating process or by volunteering to serve for the next year. If none is appointed the OWC incoming President will appoint a chairman. Appoints such other Program officers, managers or chairmen as may be desired.
- Keeps the membership informed through announcements at meetings and in the OWC newsletters of programs, fundraising projects, workshops, field trips and other activities.
- Makes sure that at any meeting at the clubhouse where non-members are invited, a collection jar for donations is available.

- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Focuses Program activities on supporting school arts, literature and performing arts, advancement of children and women in the Arts, and fostering art appreciation as part of member education.
- Holds at least one arts festival for local students and mentally challenged youth and adults annually, and may hold other community art exhibits or shows.
- Undertakes such other activities as may be necessary or suggested by the President and/or EC.

**b. Education Program Chairman:**

- Serves as a voting member of the EC. If unable to participate in EC meetings, appoints another member of the Program as representative on the EC.
- Keeps a file of Program activities/projects and passes the information to her successor.
- Encourages members to join her Program, and participate in meetings, workshops, fundraising, field trips and other activities.
- Keeps the Membership Manager apprised of members joining/leaving the Program.
- Schedules use of the clubhouse by her Program with the Property Rental Manager.
- Consults resources and the community for ideas and information involving her Program area.
- May arrange for a speaker/program for one or more general meetings.
- Insures that in November a Program Chairman is selected through a nominating process or by volunteering to serve for the next year. If none is appointed the OWC incoming President will appoint a chairman. Appoints such other officers, managers or chairmen as may be desired.
- Keeps the membership informed through announcements at meetings and in the OWC newsletters of programs, fundraising projects, workshops and field trips.
- Makes sure that at any meeting at the clubhouse where non-members are invited, a collection jar for donations is available.
- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Focuses Program activities on promoting school and adult literacy, collecting school supplies and awarding scholarships.
- Appoints a Scholarships Manager at the beginning of the year and coordinates her work to achieve high quality candidates.
- Makes sure the Scholarship Manager arranges for the Hargrove and Cathers Scholarship recipients and their families to attend the June Scholarship luncheon and speak to the membership, and that she provides the OWC Treasurer with appropriate information for sending Scholarship checks to the recipients' respective schools.
- Organizes the December luncheon in coordination with the Hostess Manager as a fundraiser for the Scholarship Fund.
- Undertakes such other activities as may be necessary or suggested by the President and/or EC.

**c. Garden Club Chairman:**

- Serves as a voting member of the EC. If unable to participate in EC meetings, appoints another member of the Program as representative on the EC.
- Keeps a file of Program activities/projects and passes the information to her successor.
- Encourages OWC members to join her Program, and participate in meetings, workshops, fundraising, field trips and other activities.
- Keeps the Membership Manager apprised of members joining/leaving the Program.
- Schedules use of the clubhouse by her Program with the Property Rental Manager.

- Consults resources and the community for ideas and information involving her Program area.
- Makes sure that in November a Program Chairman is selected through a nominating process or by volunteering to serve for the next year. If none is appointed the OWC incoming President will appoint a chairman.
- Keeps the membership informed through announcements at meetings and in the OWC newsletters of programs, fundraising projects, workshops and field trips.
- Makes sure that at any meeting at the clubhouse where non-members are invited, a collection jar for donations is available.
- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Focuses Program activities on gardening, conservation, beautification, nature and the environment.
- Makes sure the selection of a yard of the month (March through December), decoration of Christmas trees at the Oriental Town Hall and Post Office, maintenance of grounds of the clubhouse, and litter pick-up on a 2-mile stretch of HY 55 through Oriental under the NCDOT Adopt-a-Highway program four times a year occur.
- Holds an annual plant sale or such other fundraising event(s) as deemed necessary.
- Undertakes such other activities as may be necessary or suggested by the President and/or EC.

**d. Home Life Program Chairman:**

- Serves as a voting member of the EC. If unable to participate in EC meetings, appoints another member of the Program as representative on the EC.
- Keeps a file of Program activities/projects and passes the information to her successor.
- Encourages OWC members to join her Program, and participate in meetings, fundraising projects, workshops, field trips and other activities.
- Keeps the Membership Manager apprised of members joining/leaving the Program.
- Schedules use of the clubhouse by her Program with the Property Rental Manager.
- Consults resources and the community for ideas and information involving her Program area.
- May arrange for a speaker/program for one or more general meetings.
- Makes sure that in November a Program Chairman is selected through a nominating process or by volunteering to serve for the next year. If none is appointed the OWC incoming President will appoint a chairman. Appoints such other officers, managers or chairmen as may be desired.
- Keeps the membership informed through announcements at meetings and in the OWC newsletters of programs, fundraising projects, field trips and other activities.
- Makes sure that at any meeting at the clubhouse where non-members are invited, a collection jar for donations is available.
- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Focuses Program activities on helping the disadvantaged, prevention of domestic abuse, feeding the hungry, healthy lifestyle and prevention of identity theft.
- Manages or delegates the delivery of meals to the homebound in Oriental in consultation with Pamlico County Senior Services.
- Supports the Yoga Manager in providing yoga exercise classes for members and the community.
- Undertakes such other activities as may be necessary or suggested by the President and/or EC.

**e. Ladies of the Neuse Chairman**

- Serves as a voting member of the EC. If unable to participate in EC meetings, appoints another member of the Program as representative on the EC.



- Keeps a file of Program activities/projects and passes the information to her successor.
- Encourages OWC members to join her Program, and participate in meetings, workshops, field trips, fundraising projects and other activities.
- Keeps the Membership Manager apprised of members joining/leaving the Program.
- Schedules use of the clubhouse by her Program with the Property Rental Manager.
- Consults resources and the community for ideas and information involving her Program area.
- Makes sure that in November a Program Chairman is selected through a nominating process or by volunteering to serve for the next year. If none is appointed the OWC incoming President will appoint.
- Keeps the membership informed through announcements at meetings and in the OWC newsletters of programs, fundraising projects, field trips, workshops and other activities.
- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Focuses Program activities on enrichment and well-being of Pamlico County youth and craft projects in support of the Croaker Festival Parade.
- Undertakes such other activities as may be necessary or suggested by the President and/or EC.

#### **SECTION 4. ACTIVITY MANAGERS AND OTHER LEADERS**

(See also Bylaws Article VIII. Activity Managers)

##### **a. Building Maintenance Manager:**

- Serves as a voting member of the EC.
- Performs duties as described in Standing Rules, Article III. Building and Grounds Management and Use.
- Works with the President and Vice President to ensure the clubhouse and contents are kept in good order, cleaned as necessary and that supplies are stocked as needed.
- Schedules and supervises cleaning of the clubhouse and conducting an annual inventory for insurance purposes.
- Schedules clubwomen to check the clubhouse weekly to make sure it is orderly, well supplied, no water running, dishwashers empty, stove and ovens off, garbage removed, all windows and doors locked, lights off, only center fan running, and thermostats appropriately set when the building is unoccupied (summer: 80 degrees; winter: 60 degrees). Posts the list of assignments on the clubhouse bulletin board.
- Undertake such other duties as requested by the President or EC.

##### **b. Bylaws/Parliamentarian:**

- Serves as a voting member of the EC.
- Serves as the Chairman of a Bylaws Committee and/or Standing Rules Committee when revisions are in order.
- Advises the EC and the general membership on parliamentary procedures and on Bylaws and Standing Rules compliance.
- Uses Roberts Rules of Order Newly Revised as the basis for parliamentary decisions.
- Undertake such other duties as requested by the President or EC.

##### **c. Cemetery Manager:**

- Serves as a voting member of the EC.
- Works with the Cemetery Assistant Treasurer to insure that adequate funds are available for maintenance of the Cemetery and may hold fundraising events.

- Keeps the President and OWC Treasurer informed of Cemetery management and maintenance needs.
- Notifies the President and Treasurer of need to modify the Cemetery Maintenance Fund Agreement.
- Undertake such other duties as requested by the President or EC.

**d. Fundraising Manager:**

- Serves as a voting member of the EC.
- Serves as a member of the Financial Advisory Group.
- Upon request of the Treasurer provides input on expected expenses, recommended specific donations and possible fundraising events for the next fiscal year.
- Coordinates management of fundraising projects of the OWC in response to the budget developed by the Financial Advisory Group.
- Undertake such other duties as requested by the President or EC.

**e. Hostess Manager:**

- Serves as a voting member of the EC.
- Prepares a listing of members to serve each month as hostesses for general meetings. Include list with the February Newsletter, post on the clubhouse bulletin board and place on the OWC website.
- Works with the President or her designee on room set-up for general meetings by the Custodian.
- Provides guidance to monthly hostesses.
- Undertake such other duties as requested by the President or EC.

**f. Inspirational Reader:**

- Serves as a voting member of the EC.
- Delivers or delegates the delivery of an inspirational reading at the OWC general meetings and at other functions as requested.
- Undertake such other duties as requested by the President or EC.

**g. Membership Manager:**

- Serves as a voting member of the EC.
- Performs duties as described in Standing Rules, Article V. Membership Management.
- Works with the President and Vice President to promote and encourage membership through support, training, orientation and recruitment activities.
- Serves as the welcoming agent at general meetings. Announces and introduces new members, visitors and guests (other than meeting speakers) during the meeting.
- Passes dues from members to OWC Assistant Treasurer for deposit.
- Forwards new members information (name, mail and street addresses, spouses name, email address, phone numbers, day/month of birthday, special expertise/education/knowledge such as computer skills, accounting background and the like, and activity interests: Arts, Education, Home Life, Garden Club and Ladies of the Neuse) to President, OWC Assistant Treasurer, Newsletter Editor and Hostess Manager.
- Makes temporary name tags for members as needed, notifies Margaret Garrett of need for permanent name tag.
- Presents new members with a copy of OWC Yearbook.
- Updates and maintains the Membership Database containing historical data on membership since Club formed and promptly provide the President with information on deceased members

and/or former members so that memorial donations to the Scholarship Fund can be approved by the EC.

- Prepares and provides Roster to members by February. Provides printed copies for members without email, and make copies available for new members joining after the beginning of the year.
- Undertake such other duties as requested by the President or EC.

**h. Newsletter Editor:**

- Serves as a voting member of the EC.
- Obtains information from Officers, Program Chairmen and others for inclusion in the Newsletter. The Newsletter should include, but not be limited to, a message from the President, programs and other activities scheduled, calendar of events, important EC actions, new member contact information, and community events.
- Prepares the Newsletter, emails it to the membership prior to each general meeting and posts on the website.
- Makes sure copies of the Newsletter are available at each general meeting for members without email, visitors and guests.
- The February Newsletter should include a list of Officers, Program Chairmen and Activity Managers for the year and a list of hostesses for each general meeting during the year. The November Newsletter should include a copy of the budget for the next fiscal year. The May Newsletter and any future Newsletter should include a list of specific local donations for the current year.
- Undertake such other duties as requested by the President or EC.

**i. Past President:**

- Serves as a voting member of the EC.
- Serves as an advisor to the President.
- Performs other duties as needed or requested by the President or EC.

**j. Property Rental Manager:**

- Performs duties as described In Standing Rules, Article III. Building and Grounds Maintenance and Use.
- Is an employee of Tidewater Real Estate with responsibility for managing rentals of the clubhouse and its grounds, and scheduling OWC use of the clubhouse.
- Serves as liaison with the EC to keep members informed of rental usage and issues requiring EC approval or action such as damage, cleaning, supplies needed, replacement of equipment and requests to rent the facility that are not currently authorized by the contract.
- Provides the OWC Assistant Treasurer with rental contract deposits and payments.
- Maintains a calendar at the clubhouse that indicates clubhouse/grounds use by renters and OWC.
- Has keys available for members and renters.

**k. Publicity Manager:**

- Serves as a voting member of the EC.
- Collaborates with Program Chairmen, Activity Managers and others to submit articles concerning OWC activities to local news media.
- Special writing and publicity projects may be assigned by the EC to other members including but not limited to photography.

- Undertake such other duties as requested by the President or EC.

**I. Scholarship Manager:**

- Is a member of the Education Program appointed by the Education Program Chairman.
- Solicits candidates for OWC scholarships through the local high schools.
- Works with the Education Program Chairman to select scholarship recipients.
- Recognizes scholarship recipients at the June Scholarship Luncheon.
- Provides information to the OWC Treasurer on where to send scholarship checks.

**m. Scrapbook Manager/Photographer:**

- At the discretion of the President or EC a Scrapbook Manager may be appointed to produce a visual record of the Club year. She may solicit a committee to assist with preparation of an annual scrapbook.

**n. Sunshine Note Writer:**

- Sends cards or notes to members who are ill or otherwise in need of a note of support or encouragement.
- Keeps the President informed of such mailings.

**o. Website Manager:**

- Keeps the OWC website up to date and running smoothly and enters information or has others enter information on the website.
- Posts monthly the OWC Newsletter, Garden Club Newsletter, minutes of general meetings and list of hostesses at general meetings and list of monthly maintenance volunteers.
- Posts the list of Officers and Program Chairmen at the beginning of the year, a message from the President and a calendar of events.
- Posts the Yearbook (without Roster).
- Notifies the EC of any issues involving the website.

**p. Yearbook Editor:**

- Serves as a voting member of the EC.
- Prepares a Yearbook for the Club year that includes, but is not limited to, program of work, Bylaws and Standing Rules, names of Officers, Program Chairmen and Activity Managers, Roster of members, budget, Club history and calendar of events.
- Emails Yearbook to members by February. Provides printed copies for members without email, and make copies available for members joining after the beginning of the year.
- Provide the Website Manager or her designee with a copy of the Yearbook. (without Roster), Bylaws and Standing Rules for posting.
- Undertake such other duties as requested by the President or EC.

**q. YOGA Manager:**

- Conducts yoga exercises at the clubhouse during the Club year or as scheduled for members and the community as a Home Life Program community outreach project.
- Keeps the Property Rental Manager informed of dates/time of use of the clubhouse.
- Provides a collection jar for donations from yoga participants.