

Job Descriptions Standing Rules

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Job Description – President

The President of the Oriental Woman's Club provides guidance in the decision-making process of the club and leadership to ensure that the club operates within the structure of the OWC Yearbook, Bylaws and Standing Rule. These resources are for reference as it is the Executive Committee as outlined by the Bylaws of the organization who join with her in making the decisions necessary for the operation of the club.

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 job of President does not become uncomfortable and overbearing for her during the term of her presidency.

Leadership Duties:

- Serves as a voting member of the Executive Committee (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 club.
- Speaks on behalf of the EC when voicing decisions made by the EC.
- Refers to the OWC Bylaws and Standing Rules to lead the club effectively.
- Directs the work and programs of the club with the assistance of the officers, program chairmen and other members of the EC, except the Nominating Committee.
- Insures chairmen of the programs 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 the activities of the club so that she may assume duties of the President if necessary and help with managing the activities of the club.
- Conducts an Orientation at least once a year or designates to other officers to conduct such an Orientation for new and prospective members.
- Encourages participation by club members in a wide variety of community efforts, both as a group and as individuals.
- Works with the club to project a strong image in the community.
- Serves on the EC as Past President in the year following her term as President.

Operational Duties:

- Serves as a member of the Financial Advisory Group and assists in the preparation of the donations list and budget for the coming year.
- Approves expenses/reimbursements as allowable in the OWC budget.
- With the Treasurer, executes all contracts authorized by OWC unless such action is otherwise designated by the EC. Rental agreements are delegated to the Property Rental Manager acting on behalf of the President.
- E-mails or delegates to others to email the club membership with information relative to actions taken at the EC or other information as necessary.
- 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 OWC financial accounts.

- Appoints an Audit Committee ~~in January~~ consisting of three clubwomen, one of whom shall be on the EC and serve as Chairman.
- Receives in writing for review proposed amendments/revisions to the Bylaws and then submits the proposal to the EC for acceptance or rejection.
- Receives in writing proposed changes to the OWC Standing Rules for consideration at the next EC meeting.
- 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 OWC members.
- Keeps an up-to-date file of information which can be made available to her successor. Ensures that club officers, program and managers keep files which can be made available to their successors.
- Makes sure that all printed materials related to her year as President are kept and passed to her successor.

Resources available for use by Club President:

- OWC Bylaws and Standing Rules
- Robert's Rules of Order Newly Revised
- President's File
- Immediate Past President as well as other Past Presidents

Job Description – Vice President

- Serves as a voting member of the Executive Committee (EC).
- Becomes familiar with the OWC Bylaws and Standing Rules.
- Works with the Building Maintenance Manager to ensure the OWC Clubhouse building and contents are kept in good order, cleaned as necessary and that supplies are stocked as needed.
- Works with the President to conduct an Orientation for new and prospective members.
- Performs the President's duties in her temporary absence.
- Assumes the duties of the President for the remainder of the President's one-year term should the President resign or become unable to serve.
- Has signature authority on all OWC financial accounts.
- Supervises all arrangements for entertainment of official guests of OWC.
- Works with the Membership Manager and the President to promote and encourage membership in the OWC through support, training and recruitment of members.

Job Description – Secretary

- Serves as a voting member of the Executive Committee (EC).
- Keeps the minutes of OWC General Meetings and EC Meetings and provides a copy of approved EC minutes to EC members and approved general meeting minutes to officers.
- E-mails a copy of the EC and General Meeting minutes to three 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 OWC Web Master with an electronic copy of the approved General Meeting minutes for posting on the web-site as soon as those minutes are approved.
- Posts a copy of the approved minutes on the bulletin board at each General Meeting.
- Keeps an attendance record of voting members at the EC and November Business Meeting to ensure a quorum at such meetings for voting purposes.
- Executes correspondence and gives notice of EC Meetings when necessary.

- Keeps good records of minutes, attachments and correspondence and passes on the records of the previous year to her replacement. Files in the club's official files the records of the year preceding the year passed on.
- Performs other duties as assigned by the President.

Job Description – Treasurer

The Treasurer manages all OWC accounts but is not a signer on any account. She also has responsibilities for the accounts of Ladies of the Neuse and the Cemetery. The following actions pertain to OWC accounts only.

- Serves as a voting member of the Executive Committee (EC).
- Performs her duties in compliance with the OWC Bylaws Section IV, Financial and the OWC General Standing Rules – Accounting Procedures.
- 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 bank statements and investment company statements including all savings, money market, certificates of deposit, mutual funds and other investment accounts.
- Receives from the 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 reconciliation, OWC monthly financial report and the OWC annual budget.
- Presents a monthly financial report for the EC Meeting.
- Keeps the EC informed of OWC 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 accounts or to transfer funds.
- Posts a monthly financial report for the membership at each General Meeting.
- Serves as Chairman of the Financial Advisory Group composed of the President, Vice President and Fundraising Manager. This group is responsible for preparation of the OWC annual budget and donations list, appointment of the OWC Assistant Treasurer and such other financial matters as may be designated by the President with approval of the EC.
- Presents the proposed budget at the October EC Meeting for approval and to the membership at the November Annual (General) Meeting. Approved budget to be published in the OWC November Newsletter.
- Presents a list of donations of budgeted funds to the EC for approval at its October Meeting. Approved donations to be published in the OWC November Newsletter.
- Prepares OWC donation letters and presents to the Assistant Treasurer for payment and submittal. Keeps a copy for her files.
- Serves as the custodian of all bank and investment company monthly and quarterly 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 OWC clubhouse.

The following responsibilities pertain to the accounts and contracts of OWC and the Ladies of the Neuse and Cemetery.

- Responsible for the preparation and filing of all IRS tax forms of OWC.
- Works with the Audit Committee for audit of the financial records of all OWC activities. She is not a member of the Audit Committee.
- Provides financial guidance to Assistant Treasures.
- Executes with the OWC President all contracts for OWC and the Cemetery Project as authorized by the EC unless such duties are otherwise designated by the EC.

Job Description – OWC Assistant Treasurer

(Please Note: The OWC Assistant Treasurer is an appointed position)

- Performs her duties in compliance with the OWC Bylaws Section IV, Financial and the OWC General Standing Rules – Accounting Procedures.
- Receive all dues and gross receipts (cash and checks) and deposits in the OWC checking account.
- Serves as the custodian of the OWC checkbook and pays all club expenses by check except the 50/50 raffle prize.
- Has signature authority on all OWC financial accounts.
- Requires an OWC Reimbursement Form properly signed to write a reimbursement check for club expenses or comply with a request for a cash advance for a club activity.
- Gives the OWC Treasurer as necessary OWC 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, annual audit and IRS filings.

Arts Program Chairman

- Serves as a voting member of the Executive Committee (EC).
- Keeps a file of club activities/projects in the Arts and passes the information to her successor.
- Consults resources such as the OWC Yearbook and the community for ideas and information involving her program area
- May arrange for a speaker/program for one or more general meetings.
- Keeps the membership informed through meeting announcements and newsletter notices of opportunities for advancement of women and children in the Arts, opportunities for experiencing the Arts in the community and fosters Art appreciation as a part of member education.
- Involves the membership in community service projects in the field of the Arts.
- Undertakes such other activities as may be necessary or suggested by the OWC President.

Education-Program Chairman

- Serves as a voting member of the Executive Committee (EC).
- Keeps a file of club activities/projects in the Education area and passes the information to her successor.
- May arrange for a speaker/program for one or more General meetings.
- Consults resources such as the OWC Yearbook and the community for ideas and information involving her program area.

- Appoints a Scholarships Chairman and coordinates her work to achieve high quality candidates.
- Insures the Scholarship Chairman 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 requests the Assistant Treasurer send the Scholarship checks to the recipient's respective schools.
- Keeps the membership informed through meeting announcements and newsletter notices of youth and adult education interactive opportunities in the community and literacy issues.
- Organizes the December luncheon in coordination with the December Hostess Manager as a fund raiser for the Scholarship Fund.
- Undertakes such other activities as may be necessary or suggested by the OWC President.

Garden Club Chairman – Not available

Home Life Program Chairman

- Serves as a voting member of the Executive Committee (EC).
- Keeps a file of club activities/projects in the Home Life area and passes the information to her successor.
- May arrange for a speaker/program for one or more General meetings.
- Consults resources such as the OWC Yearbook and the community for ideas and information involving her program area.
- Keeps the membership informed through meeting announcements and newsletter notices with information about women's health, financial and substance abuse issues and encourages them to take an active role in the community on issues relating to health and welfare.
- Undertakes such other activities as may be necessary or suggested by the OWC President.

Ladies of the Neuse Chairman – Not available

Bridge Coordinator

- Encourages club members to participate in the weekly bridge sessions held at the clubhouse.
- Performs other duties as requested by the President.

Building Maintenance Manager

- Works with the President and Vice President to ensure the OWC Clubhouse building and contents are kept in good order, cleaned as necessary and that supplies are stocked as needed.
- Schedules and supervises cleaning of the clubhouse building.
- Appoints Monday girls to assist with weekly cleaning and upkeep of the clubhouse building. Posts the list of Monday Girl assignments on the clubhouse bulletin board.

Bylaws/Parliamentarian

- Serves as a voting member of the Executive Committee (EC).
- Serves as the Chairman of a Bylaws Committee when revisions are in order.

- Advises the EC and the general membership on parliamentary procedures and on By Laws and Standing Rules changes.
- Uses Roberts Rules of Order Newly Revised as the basis for parliamentary decisions.

Fundraising Manager

- Serves as a voting member of the Executive Committee (EC).
- Serves as a member of the Financial Advisory Group.
- Plans and manages (or delegates) fund raising projects of the OWC in response to the budget developed by the Financial Advisory Group.

Hostess Manager

- Serves as a voting member of the Executive Committee (EC).
- Prepares a listing of members to serve each month as hostesses for general meetings. Include list with the February Newsletter and post on the clubhouse bulletin board and place on the OWC website.
- Provides guidance to monthly hostesses as requested or needed.

Inspirational Reader

- Serves as a voting member of the Executive Committee (EC).
- Delivers (or delegates) the devotion at the OWC general meetings and at other functions as requested.
- Serves as custodian of OWC devotional materials.

Membership Manager

- Serves as a voting member of the Executive Committee (EC).
- Works with the President and Vice President to promote and encourage membership in OWC through support, training and recruitment activities.
- Becomes familiar with Article III of the OWC Bylaws (describes the requirements for and classes of membership) and the OWC General Standing Rules – Membership.
- Serves as the welcoming agent at OWC General Meetings. Announces and introduces new members and guests during the meeting.
- Manages the Information (Member) Forms and files in a notebook kept at the clubhouse and available for use as needed.
- Collects dues from new members and passes to OWC Assistant Treasurer for deposit.
- Forwards new members information to President, Assistant Treasurer, Yearbook Editor, Newsletter Editor and Hostess Manager.
- Makes name tags for members as needed and manages filling and storage of name tags in name tag case.
- Presents new members with a copy of OWC Yearbook.

Newsletter Editor

- Serves as a voting member of the Executive Committee (EC)
- Obtains information from OWC officers, program chairmen and others for inclusion in the OWC newsletter.
- Prepares information and posts to the website for distribution to the membership before each general meeting. Printed copies for members without e-mail are available at the general meeting.

Past President

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

Property Rental Manager – Not available**Publicity Manager**

- Serves as a voting member of the Executive Committee (EC).
- Collaborates with program-chairmen and club President to write and publish articles concerning OWC activities in available news media. NOTE: special writing and publicity projects may be undertaken or assigned by the EC to other OWC members including but not limited to photography.

Scholarship Chairman – Not available**Scrapbook /Photographer**

- Solicits a committee to assist with the scrapbook.
- Works with club president to choose theme, cover and other details.
- Prepares a scrapbook of OWC activities based on current calendar year of work which
- Serves as OWC history.

Sunshine Note Writer

- Serves as a voting member of the Executive Committee (EC).
- Sends cards or notes to club members who are ill or otherwise in need of a note of support or encouragement.
- Keeps the club president informed of such mailings.

Telephone Caller

- Serves as a voting member of the Executive Committee (EC).
- Notifies members who do not have an e-mail address of meetings, OWC functions and other information at the discretion of the EC and the club president.
- Forms a committee, if necessary, to carry out the telephone work.

Website Manager – Not available**Yearbook Editor**

- Serves as a voting member of the Executive Committee (EC).
- Maintains a current computer file of member information.
- Maintains a computer file of yearbook information.
- Arranges for the printing and distribution of the OWC Yearbook.
- Updates and maintains the OWC Membership Database (containing historical data on membership since club formed).