

Scottsdale Ranch Women's Association (SRWA) Board of Directors Job Descriptions April 2017

1.	President	<ul style="list-style-type: none"> • Conduct monthly meetings • Conduct monthly Board meetings • Sign all agreements with SRCC office for all SRWA monthly meetings/game groups • Co-sign with SRWA bank to back up Treasurer • Ensure organizational processes/procedures are efficient and effective • Maintain SRWA Operating Statement and Job Descriptions
2.	Treasurer	<ul style="list-style-type: none"> • Maintain SRWA bank account • Manage and report on monthly budget • Process receipts for costs incurred by members for SRWA functions/issue reimbursement checks • Pay annual SRWA insurance premium
3.	Membership/RSVP Management Chair (2-3 ladies)	<ul style="list-style-type: none"> • Gather and create annual (Aug) membership packet for mailing; includes letter from President, list of officers/auxiliary positions, meeting dates, programs, and volunteer hostesses • Receive dues payments and maintain an accounting of who has paid (renewed their membership) • Create membership roster and distribute to membership at Nov meeting; maintain and update roster throughout year • Receive calls from prospective members and provide them with the membership packet • Manage the RSVP function for monthly meetings via email and telephone; report RSVP count to Hostess Chair the week prior to each meeting • Supply SRCC office with documents for carousel • Attend annual new residents cocktail party at SRCC
4.	Program Chair <ul style="list-style-type: none"> • Each month, SRWA has a program before its luncheon. This position is responsible for each of these programs. 	<ul style="list-style-type: none"> • Plan a program for each monthly meeting • Contact/confirm speakers for each planned program • Contact the confirmed speaker 2-3 weeks prior to the program for audiovisual and set-up needs • Introduce speaker at the luncheon/send thank you later • Maintain log of speakers and topics • Each month randomly select the "Member of the Month", consult with her to create her bio, introduce and share her bio at the monthly meeting

5.	Hostess Chair	<ul style="list-style-type: none"> • Recruit hostess for the monthly meetings (8 per year) • Send out reminder letters to hostess volunteers 2 weeks prior to each meeting • Provide hostesses attendance number upon receipt from Membership/RSVP Management Chair(s) • Coordinate with Program Chair prior to meeting • Submit floor plan to SRCC office on Monday prior to meeting (1 day ahead) • Keep hostesses informed of any changes prior to meeting • Coordinate with caterer (if applicable) on Friday prior to meeting • Assist hostesses on day of meeting if necessary
6.	Supply Chair ➤ SRWA supplies for monthly meetings and game groups are stored and locked in designated cabinets and drawers in the SRCC kitchen.	<ul style="list-style-type: none"> • Manage the stock of disposable items (paper plates, napkins, utensils, coffee, tea, lemonade, sugar, creamer, (etc.) and purchase more stock as needed for each meeting (reimbursed by Treasurer) • Manage stock of fixed items (coffee pots, pitchers, platters, bowls, table cloths, serving utensils, etc.) purchase new/replacement items as necessary • Coordinate with RSVP Chair and Hostess Chair one week prior to each meeting to ensure supplies are fully stocked for the meeting • Check with the hostesses after each meeting to see if they used the last of any disposable stock • In addition to monthly meetings, our game groups also use supplies throughout the month
7.	Publicity Chair	<ul style="list-style-type: none"> • Promote and publicize the SRWA organization • Write an article for the Scottsdale Ranch magazine every other month; the article includes general information about SRWA, contact information regarding new members and description of upcoming programs and speakers • Coordinate with the Scottsdale Ranch office for magazine deadlines and provide article follow up
	Auxiliary Positions <ul style="list-style-type: none"> • These positions report to the Board of Directors meetings as needed but are not expected to attend every meeting 	<ul style="list-style-type: none"> • Social Services - Deliver charity items to Senior Center four times per year • Correspondence - Send get well/sympathy cards as needed • Lunch Bunch- Report confirmed restaurants and progress as needed