

JOB DESCRIPTIONS FOR NEPTUNIAN WOMAN'S CLUB

2022

As a member of the Board of Directors of the Neptunian Woman's Club, all Board members are expected to be a positive model for the associates, the Managers, the Board and the Club. Each Board member is expected to do the following:

- Attend at least nine board meetings
- Attend luncheons, sit with new members and other associates, and greet attendees
- Keep all Board members advised of any substantive issues that should be brought to their attention
- Keep a notebook of past and present procedures and information pertinent to such Board member's responsibilities, so as to be able to pass this information to her successor

EXECUTIVE BOARD*

(*Note: Non-Board members are listed under Board member responsible for that position)

President

- Serves as official representative of the Club
- Creates a welcoming environment for members; encourages volunteering
- Presides at all Board meetings in compliance with the Bylaws
- Prepares the agenda for Board meetings and luncheons
- Maintains an aura of neutrality and refrains from making motions
- Oversees compliance of all Board positions and responsibilities
- Responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities, and that they comply with applicable laws and Bylaws
- Handles the day-to-day concerns of the Club; delegates issues to responsible VPs or directors
- Appoints the Nominating Committee

Corresponding Secretary

- Picks up mail from PO Box as needed at, least once a week, and in a timely manner puts it in appropriate club house boxes
- Sends out any cards -- get well, condolence, thank you, etc. -- as directed by the Board
- Maintains and responds to Neptunian Gmail account

Vice President of Asset Management

- Manages the Clubhouse (such items as routine upkeep and required maintenance)
- Manages the acquisition but not limited to furniture, fixtures, audio visual, including all materials or work to the Club in excess of \$1000 or having a useful life of more than 3 years.
- Maintain all documents relating to major purchases or enhancements to the Club
- Arranges for needed repairs; first obtains three written estimates for all repairs, purchases and improvements in excess of \$500; presents to the Board for approval
- May spend up to \$500 on routine or emergency repairs with notification to Executive Board
- Supervises the Purchasing Manager who arranges purchase of any Clubhouse supplies
- Manages NWC building insurance; confers with insurance agent and Board regarding any changes to the policy
- Purchases all supplies for the clubhouse
- Works with Directors of Hospitality and Rentals, to determine supplies, furniture and equipment needs

Vice President of Philanthropy

- Acts as the primary liaison with community philanthropic organizations
- Presents worthy projects to the Board and associates
- Presents to the Board a written overview of the planned scholarships, projects and events including a chairwoman for each, at the October Board meeting. Each committee member or Chair is to encourage associates' involvement
- Makes monthly status reports on projects to the Board outlining future and past projects, expenses, in-kind donations, and scholarships
- Keeps an in-kind record of estimated value for each project
- Gives any monies received to the Financial Secretary; prepares written requests for Treasurer's disbursements
- Keeps within a set budget and accounts for all expenditures
- Responsible for the annual student Art Show event; appoints a chairwoman
- Forms and Chairs the Club's annual Scholarships Committee
- Vets Programs/Speaker proposed programs

Programs/Speakers Manager

- Develops programs of interest to the Club; seeks to inform as well as entertain
- Informs all speakers that our guidelines are that "No speakers may sell their goods, and the content of the speech cannot be political or religious. "
- Develops list of program speakers and schedule to be approved by VP of Philanthropy and presented to Board members for review at August board meeting; seeks final approval at September Board meeting.
- Prior to scheduled meeting, confirms attendance of speaker(s) and arranges for substitute speaker(s), if necessary

Santa Float

- Coordinates the with Kiwanis Club of Manhattan Beach the date of participation, around mid-November and follow up tasks, expenditures, etc.
- Requests volunteer elves at the November/December luncheon, and coordinates day of event activities
- Ensures each Float participant arrives in costume, either Club owned or participant's own costume.

Vice Presidents of Membership

- Responsible to recruit new members
- Establishes a new member-development program designed to integrate new members into the Club, such program may take the form of new member only activities, new member volunteer projects for benefit to Club, or other such activities designed to engage and retain new members
- Provide monthly Board updates and planned activities to maintain member interests
- Keep within approved budget and expenditure
- Recognize long-time members (20 years) at one luncheon as well as monthly birthdays announcements
- Development of club membership i.e. new member events 2 times a year, volunteer activities, new member table at luncheons etc. – focus on how to integrate new members into the club.
- Introduces new members to the Club at the luncheon and orders and provides new badges

Vice President of Fundraising

- Manages fund raising goal of Club which the Board establishes in July
- Working with Board agrees on Traditional Events for year (examples of prior traditional Events include Annual Holiday Wrap, Hometown Fair, and Fashion Show)
- Responsible for defining additional fundraising Events to augment agreed upon Traditional Events.
- Present at August Board Meeting a summary of the year's proposed Fundraising Events including:
 - Fundraising Goal
 - Budget (costs and net money to be raised)
 - Required Club resources
 - Membership volunteer/engagement requirements
 - Proposed Chair
 - Date of program
- Gives a status report for each Event at each Board meeting as well as a written summary at the conclusion of each Event defining gross revenue, costs and net income as well as attendance, associate engagement and other pertinent information.
- Works with Marketing VP to coordinate Marketing & Publicity for each Event.
- Coordinates and manages projects, keeps within a set budget, accounts for all expenditures, and has knowledge of all income. Expenses over \$500.00 need Board approval

Treasurer

- Responsible for all Club's financial record keeping and timely tracking of all Club financial matters, maintaining Clubs financial records (general ledger, bank accounts tax records) and responsible for all financial disbursements. Maintains Club's QuickBooks system of accounting.
- Sets up and maintains all third-party cash receipt accounts, such as Givebox and square
- Reconciliation of bank statements
- At each monthly Board meeting, presents financial statement of accounts with current bank balances from the previous month or months
- Gives a year-end report in June to the Board
- Chairs the Budget Committee and at the August Board Meeting presents a proposed yearly budget to the Board for approval
- Approves Board Members and associates' requests of expense reimbursement upon receipt of written request and sufficient back up documentation.
- Pays all Club's bills including but not limited to Mortgage expenses, utilities, insurance and other approved expenses
- Keeps file of all reimbursement requests, bank statements and relevant documentation
- Prepares tax related documents for state and federal taxes and documentation required in support of Club's non-profit status

Financial Secretary

- Receives all incoming Club's monies (check, cash, credit card or other receipt vehicles such as give box), and timely deposits the cash/checks into the appropriate Club bank account. Tracks all receipts for alternate sources (credit card, give box, etc.)
- Provides a monthly report to the Board on– Income by Category and Income by Receipts
- Keeps accurate books and accounts
- Always uses two secondary money counters at luncheons and special events
- Gives an annual report in June to the Board
- Keeps within a set budget and accounts for all expenditures
 - Manages membership renewals and database in compliance with written policy
- Maintains and updates membership list, including associate/honorary members
- Maintains mailing list and emails list to the President, VP of Membership and the Hospitality Director each month
- Provides correct membership information monthly to Directory/Newsletter Editor/ Web & Digital Media Manager, as needed.

Recording Secretary

- Prepares minutes of each Board meeting and keep them in corporate minute book
- Presents minutes at the subsequent Board meeting for approval
- Have minutes available for members to read at the luncheon
- Maintains a list of open items the President needs to put on the agenda (e.g., tabled issues)
- Maintains in an annual binder the official records of the Club consisting of
- Bylaws, latest Policies and Procedures, (including Conflicts of Interests signed forms) and the Job Descriptions, as provided by the
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Director of Marketing

- Directs all aspects of marketing, media and social communications by supervising the managers and editors responsible for getting information about the Neptunian's into the community.
- Seek Board approval prior to announcements and actions to the membership or community
- Adhere to policy & procedures when further action or disbursement of money is applicable
- Appoints with Board Approval and oversees the following managers:

Newsletter & Directory

- Corresponds with the Board, Managers, and Interest Group leaders each month to compile information and photos that are informative and relevant to NWC associates.
- Designs and edits NWC monthly newsletter for distribution by first of each month to membership
- Produces annual membership Directory by October 1
- Keeps within a set budget and accounts for all expenditures
- Sends Newsletter to membership via email, mail to member without email
- Assists Marketing Director in getting information about the Neptunian's into print, broadcast, and online media
- Keeps Board members apprised of material that has been publicized
- Creates press clips book of coverage
- Keeps a record of publications and reports on them to the Board twice a year

Web Master –

- Manages Club website (content, images, functioning links, calendars, etc.) keeping it current
- Coordinates with all Board members and committee chairs for suitable content
- Works closely with the VP of Fundraising, and the VP philanthropy to update web for special Events, promotes special events via web, works with Treasurer and Financial Secretary to set up link to third party site for ticket sales for special events, and upon request generates reports for event manager and financial officers regarding event online
- Manages annual update of Board images on Club website.
- Works with Membership VP regarding online application process as well as establish links to third parties to facilitate online payment of annual dues

Social Media Manager – Theresa White

- Enhances social media visibility of Club, its functions and volunteers
- Creates and manages Club-specific content for social media including Facebook, Yelp, Instagram, etc., ensuring that we are represented within current social media trends
- Provides photo coverage of NWC event

Director of Hospitality

- Directs and supervises all aspects of the monthly luncheons
 - Contracts the caterer and determines the menu for the monthly luncheon.
 - Provides costs/pricing estimates and briefs the Board on issues as required.
 - Updates the Reservations Committee and Newsletter Editor about monthly menus
 - Works with the Reservations Committee on luncheon headcount
 - Organizes the staffing of monthly luncheons (hostesses/set-up/cleanup)
Hostesses serve food at the monthly luncheon. Setting up involves arranging tableware, silverware and table linens and organizing the coffee/tea station. Cleaning up involves bussing tables and gathering table linens to be cleaned and returned to the Clubhouse in a timely manner.
 - Informs the Purchasing Manager of needed supplies when they are low.
 - Obtains Board approval for supplies purchases >\$500 or above
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- **Reservations**
 - Make a timeline with deadline of guests, pre-paid members, final headcount count etc.
 - Email invitations and follow up reminders within timeline
 - Coordinate with Membership/financial Secretary for undated membership list.
 - Staff 2 ladies each at reception desk and the door to collect checks. Keep \$100.00 in small bills for change and cash back at front desk. Collect and count funds to give to Financial Secretary and complete financial form summary.
 - Reconcile luncheon list and collect from no shows

Director of Rentals

- Enters into routine rental agreements (using attorney approved Rental Agreement) and provides status report at monthly meeting
- Obtains City's Annual Entertainment Permit & ensures Club's compliance with the Permit
- Shows the Clubhouse to all prospective renters
- Collects security deposit, cleaning fee, parking fee and certificate of insurance as prescribed in the contract.
- Forwards contract info and all checks to Financial Secretary; Arranges for Clubhouse to be cleaned before and after each event
- Inspects the Clubhouse before and after each event; informs Treasurer of the amount of the security deposit to be returned to appropriate party
- Informs Asset Management monthly of needed repairs to the Clubhouse or when noticed if urgent
- Keeps all rental agreements in a binder available for Board members to inspect; provides the binder to successive directors
- Notifies the Board of all rental violations or problems
- Informs the Purchasing Manager of items needed for the clubhouse

Parliamentarian

- Ensures all Board Meetings are compliant with Roberts Rules of Order, parliamentary procedure and the Bylaws and Policies and Procedures of the NWC
- Ensures the proposed actions of the Board and managers follow the Bylaws, policies and procedures, conflict of interest and job descriptions. Seeks legal advice regarding violation of or any city, state, or federal laws, articles of incorporation
- Presides over the Bylaws Committee for purposes of change or amendment
- Maintains the Bylaws; provides updated versions to Recording Secretary for retention and distribution to attorney
- Maintains and updates all Club documents
- Maintains the Nominating Committee procedures document
- Oversees Nominating Committee meeting to provide instructions in procedure, and is available to the Committee if it has questions

Past President

- Provides advice and leadership to the Board regarding past practices
- Attends all meetings. Serves on committees, as requested
- Shares ideas, guidance and expertise but does not have a vote
- Supervises interest groups and historical committee

Historian

- File a copy of each monthly Newsletter
- File any publicity (newspaper/press articles)
- File copy of all internally produced advertising/promotional materials (Fashion show posters, programs, open house invite, etc.
- Keep a monthly listing of all major NWC events including (open house, Fashion show, wine event, fundraiser, gift wrap, etc.
- File all documentation of yearly programs. and ideas.
- Organize an area within clubhouse to store files
- Create digital library for documents, videos, photography.