

JOB DESCRIPTIONS FOR NEPTUNIAN WOMAN'S CLUB **2024-2025**

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:

- 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 each Board members 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 – Patricia Blakemore

- Serves as official representative of the Club
- 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 & 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
- Collaborate with Parliamentarian to appoint the Nominating Committee

Corresponding Secretary –Mary Essman

- Picks up mail from PO Box as needed at least once a week and in a timely manner puts it in appropriate clubhouse 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 Philanthropy— Mary Chieffe

In-kind donation collection and distribution

- Acts as the primary liaison with philanthropic organizations

- Oversees a Philanthropy Committee to discuss worthy projects and recipients of donations, and presents to Board for input prior to general presentation to Membership
- Presents to the Board a written overview of the planned scholarships, projects, and events, including a chairwoman for each, at the October meeting.
- Contact possible five-minute speakers, one per month, and possibly present them with donation at the meeting
- Makes monthly status reports on projects to the Board
- Keeps an in-kind record of estimated value for each project
- Gives any monies received to the Financial Administrator, prepares written requests for Treasurer's disbursements
- Responsible for the annual student Art and Photography Contest, appoints a chairwoman
- Forms and Chairs the Club's annual Scholarships Committee and maintains the current range of students and dollar amount approved by Board.

Programs/Speakers Manager-UNFILLED

- 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, if necessary. Coordinate and facilitate A/V needs of speaker prior to day of event.

Santa Float – Patricia Blakemore

- Coordinate 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

Vice President Membership-Lorri Kampfner

- Establish Membership Committee to create a yearly calendar of activities, tours, events.
- Introduce new members and guests, celebrate monthly birthdays, announce upcoming events at monthly luncheon.
- Manage membership process: receive application, welcome new member, update involvement form, order name badge and answer any membership questions.
- Gives a membership status report at each Board meeting and keeps within a set budget and accounts for all expenditures.

Vice President of Fundraising – Elaine Trotter

- Present at Board Meeting before the September luncheon 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 event

- Provides 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 need Board approval

Treasurer – Paula Davern

- Responsible for all Club's financial record keeping and timely tracking of all Club financial matters, maintaining Club's 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
- Coordinates with outside bookkeeper for the reconciliation of bank statements, deposits, and checks to maintain Quickbooks.

- 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
- 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, coordinating with outside CPA.

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Financial Administrator – Jo-Ann Conlin

- Receives all Club's incoming monies (check, cash, credit card or other receipt vehicles such as Givebox) and deposits the cash/checks into the appropriate Club bank account. Tracks all receipts from alternate sources (credit card, Givebox, etc.)
- Works with the Treasurer to ensure funds collected are transferred from alternate sources (Givebox, credit cards, etc) into the correct bank accounts.
- 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
- Works with VP Membership to maintain a membership roster database and trace membership renewals in compliance with written policy
- Provides correct membership roster to V.P. Membership, Director of Marketing, and Reservations Manager monthly before each Board Meeting

Recording Secretary – Kathleen Dobbins

- 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}, as well as Job Descriptions as provided by the Parliamentarian

Director of Marketing -Denise Rick

- Directs all aspects of marketing, media and social communications by supervising the managers and editors responsible for getting information about the Neptunians 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-Martha Logan

- 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
- Compiles and prints annual membership Directory in coordination with Board input & approval
- Sends Newsletter to membership via email, mail to member without email,

- Assists Marketing Director, obtaining information about the Neptunians into print, broadcast and online media.
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- 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.

Social Media Manager – UNFILLED

- 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 – Maria Zebrowski

- Directs and supervises all aspects of the monthly luncheons
- Contacts 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

Reservations- Aarti McDonald

- Establish a monthly timeline for online invitation, reminder, deadline & head count
- Coordinates the design, content, and online setup of luncheon invitations.
- Gather monthly menu, speaker, and Philanthropy information from relevant parties
- Coordinate with Marketing group to send invitation to Constant Contact List
- Prepare Excel sheet in alphabetical order of RSVP respondents
- 3-Member team check-In (checks, credit card, cash)
- Reconcile master list to check-In list. Tabulate no-show or drop-ins.

- 2-member team to count money, fill and sign financial form, & turnover to Financial Administrator
 - Follow-up email to no-show to collect money
- Position requires a chairperson and a 3-4 person team. Skills include computer/Excel proficiency, organizational and leadership skills. Attendance at monthly meetings or a substitute is mandatory

Director of Rentals – Michelle Erickson & Gail Robinson

- Responsible for all phases of the Club's rental process, including:
 - Acting as initial contact with prospective renters (responding to inquiries, showing clubhouse)
 - Entering into routine rental agreements (using attorney approved Rental Agreement)
 - Collecting fees and documents as identified in rental agreement
 - Obtaining the parking permit for each event following the city process
 - Meeting with renters to provide instructions before each event
 - Inspecting the Clubhouse after each event and determining the amount of the security deposit refund
- Coordination of rentals calendar with use of the clubhouse by member interest groups, fundraising and membership activities

- Management of the Clubhouse electronic access systems
- Assisting President, if necessary, obtaining the City's annual entertainment permit and ensuring Club's compliance with the permit.
- Informing Facilities Manager of any needed repairs to the Clubhouse
- Informing Purchasing Manager of supplies needed for the Clubhouse

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Facilities Manager- Mary Ralls

- Oversees and manages maintenance and upkeep of building including repairs, new tasks, etc. (examples include roof and air conditioning, exterior building, physical doors, power washing, and inside and outside window washing)
- Works with Directors of Rentals to determine any new repairs, maintenance, and equipment needs
- Manages the acquisition of new furniture, fixtures, audio visual, and physical security items
- Responsible for scheduling and bringing up to code all requirements for the MB Fire Department Fire Inspection Report. (fire extinguishers; fire suppression system (annual and 5-year certification for sprinkler system); fire life safety systems (required every 6 months for cooking hood). Certificates by a certified vendor must be provided.
- Arranges for needed repairs. First obtains three written estimates for all repairs, purchases and presents to Board for approval. All repairs must be approved by a Board

member before the work is scheduled. All work costing \$500 or more must be approved by the Board.

- Maintains an informational binder on all Clubhouse equipment, which includes instruction manuals, maintenance records, paint information, etc.
- Responsible for all Clubhouse door keys, including information where they are located, number of keys for each lock, who has them, etc.

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Purchasing Manager- Annamarie Ellington

- Purchases all supplies for the clubhouse
- Works with Directors of Hospitality and Rentals, and VP of Asset Management to determine supplies furniture and equipment needs
- Maintains adequate supply of items for bathrooms and office supplies

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Parliamentarian -Mary Reggie

- 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 any

city, state, or federal laws, including 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

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Past President – Jan Fleming

- 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

and Supervises interest groups and historical committee

Director at Large: Teresa White

- Liaison between the Board and the Club.
- Represents the interests and voice of the membership by interacting to identify topics and issues.

- Conduct projects to further the goals of the organization by reaching out to the community as “Ambassador of Goodwill”
- Schedule and plan interactions and work with other local philanthropic groups to expand our presence and visibility to the general community

Historian- UNFILLED

- 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, Hometown Fair wine event
 - File all documentation of yearly programs and ideas organize an area within clubhouse to store files, and create digital, video, and photography library

Art Show- Heather deRoos and Bettina Bogar

- Seven-month project (September-March) of planning and coordinating annual Manhattan Beach student art/photography show
- Selects and oversees art show committees, selecting artwork, cataloging, setup, and display, judging the awards event, and overseeing hospitality and teardown
- Sets art show budget with V.P. of Fundraising and coordinates dates needed in the clubhouse

- Keeps within set budget and maintains a record of all expenses
- Maintains an art show notebook of procedures and information for successor

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