

BOARD MEMBER ROLES AND RESPONSIBILITIES

BASIC RESPONSIBILITIES FOR ALL EXECUTIVE BOARD MEMBERS

- Attend Monthly Executive Board Meetings
- Attend Full Board Meeting
- Participate in Los Prados Women's Club Events to contribute to a successful event.
- Promote Los Prados Women's Club to the community.
- Bring member concerns to Executive Board for discussion and resolution.
- Provide the Newsletter Director with pertinent information to include in monthly newsletter.
- Work as a team to support all members of the Executive and Full Board and each member of the Los Prados Women's Club.
- Attend monthly luncheons and assist in areas needed.

PRESIDENT

- Plan, schedule and create agenda for monthly Executive Board Meetings
- Conduct annual Full Board Meeting (Full Board includes Executive Board and all Chairwomen)
- Compose Monthly/Bi-Monthly Presidents Letter
- Plan Annual Year End Appreciation Brunch
- Speak at monthly luncheons to welcome new members and address any items relating to the Los Prados Women's Club
- Represents Los Prados Women's Club at Los Prados HOA Board
- Ability to promote harmony and fairness among all Los Prados Women's Club members for the overall good of the organization.

VICE-PRESIDENT

- Plan and schedule speakers/entertainment for monthly luncheons
- Arrange and coordinate monthly luncheon menus with Los Prados Food and Beverage Manager
- Via LPWC Facebook page, send reminders to members to reserve and/or cancel monthly luncheon reservations.
- Confirm room set up and audio/visual requirements to Los Prados Food and Beverage Manager
- Introduce and Welcome Speaker/Entertainment at monthly luncheons.
- Announce following month's speaker/entertainment to lunch members.
- Assist President when necessary

TREASURER

- Fiscal responsibility for all financial transactions associated with the Los Prados Women's Club
- Provide monthly financial reports to Executive Board
- Recommend and invest funds as discussed and approved by the Executive Board
- Prepare Annual Budget for Executive Board review and approval.
- Update Member Roster
- Provide monthly luncheon count to Los Prados Food and Beverage Manager
- Collect funds at monthly luncheons.
- Financial liaison with Event Coordinators to ensure proper cash handling at Los Prados Women's Club Events
- Knowledge of QuickBooks

SECRETARY

- Record and take notes at monthly Executive Board Meetings and Annual Full Board Meeting
- Transcribe and distribute minutes to Executive Board Members for review.
- Upon review and approval, keep an archived copy of each meeting minutes in the Secretary's file.
- Coordinate with President any correspondence needs

DIRECTOR, FUNDRAISER LIASON

- Works closely with Fundraiser Captains to communicate the progress and needs of each event to the Executive Board.
- Establish and coordinates event dates with Los Prados General Manager and Food and Beverage Manager.
- Attend fundraising meetings.
- Assists Captains with overcoming hurdles/challenges. May step in as "Co-Chair" if applicable.
- Communicate event budget to Captains and ensure expenditures stay within budget constraints.
- Coordinate with Treasurer to advocate for increased event budget when warranted.
- Publicity Committee Chairperson for Fundraising events.
- Coordinate any communication needed by Captains at monthly luncheons.

DIRECTOR, COMMUNICATIONS

- Oversee Publicity-related budgets, including pricing and negotiating, if necessary, and all banners, posters, signs, advertising costs, printing.
- Oversee the team that executes planned advertising for each of (4) annual fundraising events: Small Business Expo, Craft Fair, Rummage Sale, and the Holiday Market and Bake Sale
- With the team, develop additional strategies to promote the LPWC and fundraising events.
- Oversee Graphics and Print Manager, including signage production and eblasts, to ensure consistency and optimal communication with members.

DIRECTOR, NEWSLETTER EDITOR

- Draft monthly newsletter for Executive Board review and approval.
- Ensure the newsletter includes member information, luncheon information (program and menu) and any upcoming events.
- Submit finalized newsletter to receptionist at Los Prados Clubhouse for inclusion in the Los Prados Community monthly newsletter.
- Knowledge of Microsoft Publisher

DIRECTOR, CARING CONNECTION & RAFFLES

- Communication: sends out cards, call or text members. Cards to include “Thinking of You” and/or Sympathy Cards. Make friendly follow up calls and/or text messages.
- Is the liaison to the Board, in terms of family requests and information for eblasts.
- Raffles
 - Prepares and displays raffle items at monthly luncheons.
 - Collect receipts for raffle items sold at monthly luncheons.
 - Collect donated items or purchase items to be sold at future luncheons.

DIRECTOR, MEMBER RECRUITMENT

- Update Los Prados Community Welcome Package with Los Prados Women's Club information
- Ensure new member applications are available at the Clubhouse front desk.
- Send a Welcome Letter to new members.
- Provide Treasurer with new member application and funds received.
- Welcome all new members if/when in attendance at monthly luncheon.