

BOARD MEMBER ROLES AND RESPONSIBILITIES

BASIC RESPONSIBILITIES FOR ALL BOARD MEMBERS

- Attend monthly Board meetings and the annual full board meeting.
- Participate in Los Prados Women's Club events to contribute to a successful outcome.
- Promote the Los Prados Women's Club to the community.
- Bring members' concerns to the 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 Board and ancillary positions as well as 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 Board, support roles and all Chairwomen)
- Compose monthly or bi-monthly President's letter
- With board, plan dates for major fundraising events and social evenings
- 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
- Represent LPWC at Los Prados HOA Board meetings
- Ability to promote harmony and fairness among all LPWC 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, and via Go Daddy eblast, let members know about upcoming entertainment and menus and 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 Board meetings and annual full Board meetings
- Transcribe and distribute minutes to 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 leaders 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 event meetings.
- Assists event leaders with overcoming hurdles/challenges. May step in as "Co-Chair" if applicable.
- Communicate event budget to leaders and ensure expenditures stay within budget constraints.
- Coordinate with Treasurer to advocate for increased event budget when warranted.
- Is also the Publicity committee chairperson for fundraising events.
- Coordinate any communication needed by leaders 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 (3) annual fundraising events: 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 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 products, including Publisher and Word

DIRECTOR, NEW 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.
- Collaborate with members and residents to identify potential new members and discuss the benefits of the LPWC with them.
- Identify new residents and send out New Homeowner packet (updated with current information)
- Computer literate
- Familiarity with Word