

ENTRE NOUS

BOARD NOMINATION FORM

Please consider nominating yourself or someone else for a board position. It is a fun way to get to know other members better. Serving on the board is a terrific way to contribute to Entre Nous and help make sure our fun continues! The traditions and by-laws give a format to follow, but there is room for fun and creativity on every board. The positions and their basic duties are:

President _____

Conducts meetings and fosters communication with her board and the membership, ensuring continuity within Entre Nous. Previous board experience suggested.

Vice President _____

Notifies members of luncheons and handles reservations for all luncheons. Basic computer skills needed.

Treasurer _____

Keeps a record of dues paid, and assumes responsibility for financial matters in general, including accepting and depositing luncheon payments. Works closely with the Accountant who manages all Entre Nous financial data/records.

Recording Secretary _____

Keeps a current record of all members and updates, in order to maintain accurate records. Basic computer skills needed.

Restaurant Chair _____

Makes arrangements for the location of luncheons, selects the menu and negotiates the base cost.

Program Chair _____

Arranges regular luncheon programs, greets and introduces speakers.

Welcoming Chair _____

Invites, interviews, and introduces prospectives and new members to Entre Nous. Maintains records of our current Prospectives.

Co-Welcoming Chair _____

Arranges for Big Sisters for Prospective members, orders roses and prepares Welcome letters for first-time Prospectives. Works closely with Welcoming Chair.

Membership Outreach Chair _____

Responsible for Activities and Special Interest Groups and refers new members to club chairs. Also coordinates door prizes.

Newsletter Editor _____

Responsible for the publication, and distribution of the monthly newsletter. Basic computer skills are a plus. Training will be provided.

NON-BOARD POSITIONS

Publication Chair _____

Prints the Directory (Fall/Winter Board), the online Supplemental Directory (Spring/Summer Board), and the Entre Nous Membership Handbook. Basic computer skills needed.

Publicity Chair (Photographer) _____

As a Documentarian, works closely with the President and takes pictures at the luncheons and special events to document the President's term of office.

Fall Fundraiser Chair _____

Works closely with the Spring/Summer Board to plan the Annual ICC Scholarship Event which primarily supports the Entre Nous endowments/scholarships for area students.

Spring/Special Event Chair _____

Works closely with the Fall/Winter Board to plan an event to support Entre Nous operational expenses.

Couples Outing Chair _____

Works with the serving board to plan an event for Entre Nous couples.

Name: _____ Phone #: _____