

# WWN Volunteer Opportunities

- **President**

- Chair monthly Board and Member meetings
- Generate an agenda for board meetings
- Recruit members for open positions
- Appoint a budget committee
- Work with Activities Chairperson to make plans for new fiscal Year's Activities
- Write President articles for newsletter
- Ensure existing and new officers are published in the newsletter for the new fiscal year

- **Vice President**

- Provide speakers for the general meetings
- Assist the President when requested
- Conduct board and general meetings in the absence of the President

- **Secretary**

- Maintain minutes for all meetings of the club
- Email a copy of minutes for review and approval to the President for review
- After President approval, email to the minutes to the board
- To conduct all correspondence for the club as directed by the president

- **Treasurer**

- Performs all duties pertaining to the collection and disbursement of funds
- File the State annual Non-Profit Registry renewal
- Pick up correspondence at the post office box
- Notify the Membership chairperson and Database of checks received
- Review and sign Income reports received from Event Chairperson
- Reconcile monthly bank statement and Treasure's reports

- **Auditor**

- Examine the records of Treasure and certify their correctness
- Conduct quarterly audits
- Give a report to the General Membership at the end of each fiscal year
- Verify that all tax forms have been filed

- **Parliamentarian**

- Ensure board meetings are conducted in a fair and orderly fashion
- Be the Chairperson of the nominating committee
- Plan the In & Out dinner and invite the past Presidents

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- **Activities**
  - Recruit members to plan or organize activities of interest for the members
  - Assist recruits with sign up sheets and information for the newsletter
  - Help volunteers with income & Expense report
  - Assist with subsidized events for the members
- **Book Club**
  - Organize Book Club activities
  - Prepare sign-up sheet for members
  - Contact venue with date, time and head count
  - Send email reminder before schedule meeting
- **Bowling**
  - Organize Bowling activities
  - Prepare sign-up sheet for members
  - Contact venue with date, time and head count
  - Send email reminder before Bowling event
- **Calendar**
  - Tracks schedule event to avoid conflicts
  - Provide information for the newsletter received from Chairperson of all activities
  - Email 2-month calendar to Board
  - Email newsletter & calendar to Newsletter Distribution Chairperson
- **Crafts**
  - Plan and organizes a monthly craft activity
  - Provide craft information to Newsletter
  - Determine craft and Locations for each month
  - Bring samples to display at activities table
  - Prepare sign-up sheet for members
  - Send email reminder before craft event
  - Report on your craft events at monthly board meeting
- **Database**
  - Maintain Access membership database
  - Print membership directory and addendums
  - Send monthly birthday list to Newsletter Editor
- **Greeters/Hosts**
  - Greet guests and speakers
  - Check in members and collect general meeting fee
  - Submit an attendee fee report to Treasurer along with meeting funds
  - Submit a Petty cash income report to Treasurer
- **Historian/Photographer**
  - Provide a pictorial history of club events
  - Take pictures at special at meeting of special programs and of new members
  - Serve as a member of the board
- **Let's Eat Out**
  - Plan & organize a monthly outing, except for December
  - Prepare sign-up sheet for members
  - Provide information to Club Newsletter
- **Lunch Bunch**
  - Plan & organize a monthly outing, except for December
  - Prepare sign-up sheet for members
  - Provide information to Club Newsletter
- **Membership**
  - Attend General meeting to answer questions regarding membership, dues, keeping track of who's paid
  - Turning monies collected to Treasure
  - Have badges ready for new members
- **Newsletter Editor**
  - Compile & publish a monthly newsletter of activities, announcements and activities
- **Newsletter Distribution**
  - Mail and /or email monthly newsletter & calendar
  - Have copies of the newsletter & calendar available at the General meeting
- **Policy & Procedures**
  - Maintain all sections of P&P manual
  - Make sure all board members have copies of P&P's
- **Publicity**
  - Promote club activities to newspapers & other media outlets
- **Sunshine**
  - Send cards to members for illness and condolences
- **Ways & Means**
  - Raise funds by raffles & auctions
  - Conduct 50/50 raffle and supply Treasurer with report and funds