

**WWN Policies and Procedures Manual**  
**Section 4**  
**President**  
**March 24, 2026 Rev 4**

**Duties, Policies and Procedures Pertaining To: PRESIDENT**

**A. Duties**

1. To appoint an Auditor.
2. To appoint a Parliamentarian if past President is unavailable to serve.
3. To be a custodian of the Policies and Procedures Manual.
4. To create agendas for and preside at all meetings of the club and the Board of Directors.
5. To appoint all Standing and Special Committees.
6. To review all bills, initial the Income and Expense Reports submitted to the Treasurer for payment and obtain Board approval for payment.
7. The President shall have the authority to approve payment of incidental club expenses up to one hundred (\$100.00) dollars that may occur between board meetings. Any such expenditure shall be presented to the Board at the next meeting.
8. To be an unofficial host or hostess at all meetings and special gatherings.
9. To ensure the Nominating Committee is organized.
10. To be an ex-officio member of each committee except the Nominating Committee.
11. Retain a copy of the Corporate Records Book for historical and informational purposes only.
12. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

**B. Procedures**

After elected to office and before the first meeting:

1. IF NOT, ALL BOARD POSITIONS ARE FILLED - Recruit standing committee (Board) members for the new fiscal year for any position not filled. The Database Chairperson can provide a list of members sorted by entry into the club. Newer members, up to four years, should be the first targets. Get recommendations from the Board and the membership. Ask for volunteers at a General Meeting.
2. A new email-list is needed for Officers and Board members for meeting notification and for sending minutes. The Secretary may do this.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

Following is a list of all committees for which Chairpersons are needed:

Activities	A Chairperson to plan and/or recruit others to host events.
Book Club	Organize Book Club activities. Contact restaurant to let them know of the day, time and number of people attending.
Bowling (Social Activity)	Organize bowling activities. Contact Caveman Bowl) to let them know time and date.
Calendar	Tracks scheduled events to avoid conflicts.
Cards (Social Activity)	Organize venue, time and date.
Crafts	A talented crafts person to plan or recruit hosts to plan crafts events.
Data Base	Updates membership list and distributes to Webmaster, President, and Membership Chairperson. Prints Newsletters and labels for Newsletters.
Dominoes (Social Activity)	Organize venue, time and date.
Greeters/Hosts	Arrange for greeters to greet and welcome members and guests as they arrive at General Meeting and helps guests understand WWN.
Let's Eat Out	Plan and organize a monthly outing for the group.
Lunch Bunch	Chairperson will select venue and/or activity for the group.
Membership	Collects dues, provides applications and badges to new members.
Newsletter	Formats information and ads received from committee Chairpersons and members, using Microsoft Publisher, which is provided by WWN for producing a monthly Newsletter.
Newsletter Distribution	Responsible for emailing Newsletters to membership and providing them to members who pay extra for them or to those who don't have Internet and are unable to receive them via email.
Policy and Procedures	Maintains Policy & Procedures Manuals (2) and external drive containing all policies and procedures and changes for board decided changes to the bylaws / constitution.
Publicity	Places notices in appropriate venues.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

Social Games	Chairperson for each activity of Bowling, Dominoes or Cards organizes events and lets members know date and time.
Ways and Means	Conduct 50/50 drawings at General Meetings & events. Plans Auctions.
Webmaster	Updates miscellaneous items to WWN Website, including the Newsletter.

### Board Meetings:

#### See General Information/Considerations by Month

1. The Board meetings are held regularly on the Tuesday before the General Meetings. The General Meetings are held on the last Tuesday of the month, except for December. The December General Meetings are canceled.
2. The President's Newsletter message is due to the Editor via email in a Microsoft Word document by the date of the Board meeting.
3. Generate an agenda for the Board meeting, noting any special items to discuss and any Special committee reports.
4. Send an e-mail with a copy of the agenda and the previous month's board meeting minutes attached a week before the meeting.

Note: The Secretary at the request of the President may do Item 4.

### General Meetings:

1. Before the General Meetings:
  - a. Generate an agenda for the General Meeting noting any announcements to be made. This agenda is for use by the president and is not distributed to anyone else.
  - b. Ensure someone has been identified to bring goodies. Cost to be refunded.

### General Information/Considerations by Month

#### Helpful for Planning Agendas.

#### *June*

1. Appoint Budget committee (proposed budget is due at the **June** Board meeting)
2. Since dues are payable June 1<sup>st</sup>, June 30<sup>th</sup> has been set as the deadline for dues so that a new directory can be generated as soon as possible.
3. The 4<sup>th</sup> qtr. Audit report is due by the June Board meeting. Audit Reports are due in September, January, March, and June.
4. Four Officers will need to sign a bank signature card. See Secretary's duties.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

5. The Activities Committee should start to recruit hosts and/or make plans for the new fiscal Year's Activities, making sure reservations are made for locations and bands (if needed) and an event for June of the next fiscal year is included.
6. Make sure all Picnic Plans have been made. Hopefully the previous committee will have already reserved a park.

#### *July*

1. Reminder - The annual report for our Non-Profit Corporation renewal fees should be received in July. The fees are due to Salem by August 23<sup>rd</sup> and should be mailed no later than August 1<sup>st</sup> by the Treasurer. Payments must be punctual, or we will be penalized.
2. Reminder - Are the picnic plans on schedule and will an article be published in the Newsletter due prior to the picnic date?
3. Verify the Information for the October auction will be published in the newsletters published the end of July, August, and September.

#### *August*

1. Verify the IRS tax form will be filed by October 15<sup>th</sup>. The IRS may not mail us a form, but it's our responsibility to make sure it's mailed in a timely manner. This form may be obtained on their website [www.irs.gov](http://www.irs.gov). (Treasurer's responsibility)

#### *September*

1. Ensure WWN is on Fruitdale Grange Calendar for the following year.
2. Ensure we have a Host for the Christmas party.
3. Ensure we have enough volunteers for the Auction.
4. Announce when Auction starts.

#### *October*

1. Discuss Christmas party plans based on the amount allowed in the budget, but no later than the January Board meeting.

#### *November*

1. Discuss St. Patrick's Dinner plans and should be decided at this meeting, based on the amount allowed in the budget, but no later than the January Board meeting.

#### *December*

1. Write the Presidents article around the first week of December for the January issue due out mid-December. Remind all other Board members to submit their articles the first week of December.

#### *January*

1. Since the Parliamentarian is generally the Chairperson for the Nominating Committee, ensure the task is on the Parliamentarian's agenda. The President can ask someone else to do it if the Parliamentarian is not available. Ask Board members to start thinking about members to replace them.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

2. Discuss plans for St. Pat's Dinner. (Ask if there will be a signup sheet available for next week's luncheon)
3. Ensure subsidization for St. Pat's dinner's been addressed.
4. Remind Board about membership addendum.

#### *February*

1. Discuss In & Out Dinner.
2. Remind last year's President (Parliamentarian) to plan the Past President's luncheon (in June).
3. Remind Newsletter Editor the In-and-Out Dinner is the May Board meeting.
4. Provide the Nominating Committee Chairperson a copy of Section 23 of the WWN Policy and Procedures Manual.

#### *March*

1. Parliamentarian/Nominating Committee Chairperson announces the choices for new Officers/Chairpersons.
2. Check on In and Out Dinner plans.
3. Remind Parliamentarian of purchases for outgoing President (appreciation gift, traveling trophy, plaque, and Past Presidents luncheon).
4. Ensure there is an article in the newsletter regarding dues that are due on June 1<sup>st</sup>.

#### *April*

1. Vote for the nominated Officers and approve the appointed Auditor and Parliamentarian
2. In & Out Dinner Plans status
3. Do we have hosts for the picnic? Will a sign-up sheet be available for the May General Meeting/luncheon? This can be done by the existing committee or by the one for the next fiscal year, if it is at the May luncheon, even if there are no hosts at the time.
4. The incoming President should be introduced at the April General Meeting and allowed to speak to the membership.

#### *May*

1. In and Out Dinner – Introduce incoming President, who will introduce his/her Board.
2. Discuss picnic.
3. The officers and Board members names should be published in the Newsletter the end of May.
4. Ensure an activity is planned for June.
5. Ensure State Farm Insurance policy, 97-AA-G3552 is updated with new President's name and information. Provide a copy to the Secretary.

**WWN Policies and Procedures Manual**  
**Section 4**  
**President**  
**March 24, 2026 Rev 4**

**May General Meeting:**

1. Ensure exiting President introduces the incoming President.
2. Ensure WWN Mailbox key checkout sheet is up to date and/or updated with new officers: Treasure, President, and Membership Chairperson. (Checkout sheet maintained by Secretary.)

**NOTE:** Any WWN forms needed to comply with this Procedure are available on the WWN website ([wwnewcomers.org](http://wwnewcomers.org)).

**NOTE:** The WWN BOD must approve any changes to this Procedure. To change the Procedure either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

#### ATTACHMENT 1

#### THE IN-AND-OUT DINNER

No Host Happy Hour (5 to 6)

Dinner (6:00)

Following dinner, approximately 7:00, the President calls the meeting to order. Roll call of the outgoing Board is taken. The President welcomes and introduces the Past Presidents who are present by name and other guests in attendance (not by name, as the new Board will be introduced later by the incoming President).

Thank whoever organized the dinner if it wasn't the Parliamentarian. (If it is the Parliamentarian, he/she will be thanked in a few minutes).

Announce the standard meeting agenda and committee reports will be dispensed with since this is the last meeting of the fiscal year, except for Minutes approval, bills approval, Treasurer's report, and any previously unfinished business.

Introduce the Parliamentarian and thank him/her for planning the dinner if he/she did.

The Parliamentarian thanks the President for his/her contribution and presents the Past President badge, Past President plaque, the traveling President's trophy, and a special appreciation gift from the Board. The President thanks his/her Board and introduces President Elect and presents him/her with the President's badge for the next year, the gavel, words of wisdom and asks him/her to introduce the new Board.

The new President Elect introduces the new Board and turns the meeting back over to the President.

The President acknowledges the work done by each Board member and thanks them for their help and their cooperation. Remind current Board members to meet with their incoming replacement, discuss their position and surrender their Duties and Procedures manual and any other documents pertaining to their position.

If there is no further business, the meeting is adjourned. Those who wish to stay and socialize may do so.

# WWN Policies and Procedures Manual

## Section 4

### President

March 24, 2026 Rev 4

## ATTACHMENT 2

### PAST PRESIDENTS

1987-1988	VERNA SHOEMAKER	Deceased
1988-1989	RUTH STEVENS	Deceased
1989-1990	BETTY TOOHEY	No info
1990-1991	PAUL MELCHER	Deceased
1991-1992	PAUL JAROMSAK	541 471-1442
1992-1993	JO ATER	Deceased
1993-1994	AL TERRES	Deceased
1994-1995	DOLORES HUMPHREY	541 476-7396
1995-1996	ALMA POWELL	No info
1996-1997	DON STUART	Deceased
1998-1999	CAROL PREISENDORFER	Deceased
1999-2000	BOB CAMPAGNA	541-955-8830**
2000-2001	BOB MEISNER	541 472-0096
2001-2002	PATRICIA SHIPLEY	Deceased
2002-2003	MARK SIMONDS	541 955-4810*
2003-2004	RON SLATER	541 955-8685
2004-2005	SHERRY BULLOCK	541-956-2025**
2005-2006	TOM SOLES	Deceased
2006-2007	JIM THORPE	No Info
2007-2008	GINGER SACKETT	541-474-2910
2008-2009	ED ENGLISH	541 476-8712
2009-2010	NELSON MALER	541 244-2609*
2010-2011	PAUL PORNER	541 479-1443
2011-2012	LARRY WEST	No info
2012-2013	CANDY KAISER	541 956-2007
2013-2014	TERRY O'DELL	541 472-9695*
2014-2015	PAT RANDALL	541 582-1956*
2015-2016	JOYCE HARRISON	541 470-3788*
2016-2017	DON ROBERTS	541-472-9692*
2017-2018	LINDA SMITH	541-244-1327
2018-2019	MARY MCGAR	503-939-9718**
2019-2020	DEBRA WILSON	541-660-7040*
2020-2021	ANN MANLEY	541-218-8191
2021-2022	KRISTI MISHHELL	541-761-1810*
2022-2023	TERRY O'DELL	541 472-9695*
2023-2024	SANDY ANTICH	541-218-4015*
2024-2026	STARR TERRA	541-450-3784*

\* Members currently listed in the directory.

\*\* Do not notify regrading WWN activities