



President Position Description

Principal Duties

1. Shall preside at all meetings of the Club and Board of Directors;
2. Shall provide general supervision and support of the Club;
3. Shall appoint two (2) members of the Club to conduct an internal audit in January;
4. Shall appoint a Nominating Chairperson in November;
5. Shall be authorized to co-sign checks;
6. Shall send reminders of upcoming events to membership weekly via WhatsApp, Facebook Group and email.
7. Shall manage and respond to emails as needed.

Vice-President Position Description

Principal Duties

1. Shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter and
2. Shall fill the office of the President immediately upon that office becoming vacant should the current President be unable to carry out her term of office.
3. Shall send out notes or small gifts from the club to members for special events or occasions (such as condolences, get-well wishes, or congratulations) as deemed appropriate.
4. Will post Happy Birthday announcements on private facebook group on the 1st of the month.



Treasurer Position Description

Principal Duties

1. Shall prepare and present the Annual Budget projection for approval at the January meeting;
2. Shall be custodian of all monies pertaining to the Club and keep accurate financial records of all gross income, receipts, and disbursements;
3. Shall deposit all dues and donations in a timely manner into the Club's bank account;
4. Shall be authorized to sign checks and make payments in accordance with the budget approved by the Club;
5. Shall prepare and present a monthly written report at each Club meeting;
6. Shall close financial books and records of the Club by January 31st for the fiscal year ending December 31st
7. Shall be responsible for reporting and paying all required taxes and government fees, including IRS 990N and Division of Corporations annual report;
8. Shall aid and support as needed for completion of the audit review and
9. Shall be custodian of the Club's financial records as described in Article XI

Secretary Position Description

Principal Duties

1. Shall attend all meetings of the Club and Board of Directors and will act as a clerk thereof;
2. Shall record all votes and minutes of all proceedings;
3. Shall compile an electronic file for all meetings of minutes and attendance to be uploaded to the website for membership to view;
4. Shall be custodian of the Club's meeting records as described in Article XI and
5. Creates events on Google and private groups as they are established by the event chair.



Social Director Position Description

Principal Duties

1. Post frequently on the club's facebook and instagram pages for marketing to the public about membership, philanthropic events and promoting businesses owned by club members.
2. Shall keep website up to date with new photos, treasurer's reports, etc

Membership Director Position Description

Principal Duties

1. Shall receive and act upon all requests and invitations for membership;
2. Shall maintain an updated Membership database and provide to the Board of Directors.
3. Shall develop and distribute Welcome Packages to new members;
4. Shall, in every way possible, work to increase membership of the Club and
5. Shall