

**UCSC WOMEN'S CLUB**  
**EXECUTIVE BOARD OF DIRECTORS**  
**JOB DESCRIPTIONS**

**OFFICERS**

**President**

1. Presides at General Meetings.
2. Prepares agenda and conducts Board meetings.
3. Is Club contact for outside individuals and groups.
4. Is Club representative to the campus.
5. Works with the Secretary to distribute the notes from the monthly Board meetings.
6. Works with the Membership Coordinator to acknowledge and send information out to new members.
7. Consults with the Treasurer and Staff Liaison to prepare a proposed budget for the Board's approval at its August meeting.
8. Creates a slate of Board Officers for the approaching year. This may entail creating a Nominating Committee or assigning a person to complete this task.
9. Consults with the Staff Liaison, Scholarship Coordinator, and Treasurer on the amount and source of funds to be disbursed for the year's scholarship awards. The Board will be advised of this discussion at its February meeting.

**First Vice President**

1. Organizes and writes publicity for the year's General Meeting programs.
2. Contacts, schedules, confirms and formally acknowledges speakers for the year's General Meetings.
3. Assumes full responsibility for the monthly speaker's reception including parking arrangements, greeting, assisting with refreshments, formal introduction to membership and post-meeting thank you.
4. Works with the Sunshine Coordinator to send a formal thank you note from the Club to each meeting's speaker.
5. Assists, and substitutes for, the President.

**Second Vice President**

1. Hostess for Fall Gathering and subsequent General Meetings. This entails greeting members and guests as they arrive, assisting them in filling out their name tags, and passing out relevant information (such as membership envelopes to prospective members, interest group news, notes about special events).
2. Responsible along with the Membership Coordinator for maintaining a supply of blank name tags for use at the General Meetings.
3. Plans and organizes a lunch for the Board and newcomers to the Club to meet at the beginning of the year in the Fall.
4. Organizes and coordinates the Spring Luncheon in May. This includes selecting a place and menu for the Luncheon, tracking the registration for the Luncheon, preparing the flyer announcing the Luncheon, selecting a gift for the scholarship recipients (such as flowers), and decorating the tables.

### **Secretary**

1. Takes notes at Board meetings.
2. Writes up and distributes the notes to either the President or to the Board members as decided by the President.
3. Makes any corrections or changes to the notes as determined by the Board.

### **Treasurer**

1. In consultation with the President and the Staff Liaison, prepares a proposed budget for the Board's approval at its August meeting.
2. Utilizing UC Santa Cruz gift and accounting reports that are supplied by the Staff Liaison, prepares quarterly budget reports for the Board, with year-to-date income and expense figures (September, December, March, and June).
3. Consults with the President, Scholarship Coordinator, and Staff Liaison on the amount and source of funds to be dispersed for the year's scholarship awards. The Board will be advised of this discussion at its February meeting.
4. Provides financial information, analysis and recommendations for the Board, when needed or requested.
5. Prepares and provides a final summary report at the end of the year for the old and new Boards.
6. Working with the Staff Liaison receives and accounts for payments and donations to the Club as needed.

## **COORDINATORS**

### **Fundraiser**

1. Coordinates the Club's major fundraiser(s). This may entail a discussion by the Board of what types of fundraisers are needed for the year and the timing of the fundraiser(s). An assistant or a committee may be appointed to help with this task.
2. Reports to the Board and membership on the progress and outcome of the fundraiser(s).
3. Solicits support from the membership and community at-large for the fundraiser(s).

### **Interest Groups**

1. Maintains contact with Interest Group Chairs and acts as liaison between Interest Groups and the Board. This would include asking the Chairs to ensure that all group participants are members of the Women's Club and helping to ensure that there is a Chair for each group.
2. Keeps Master Calendar of Interest Group meetings to avoid duplicate scheduling.
3. Publishes monthly calendar of Interest Group meetings for distribution to club membership at meetings or in a mailing with the newsletter.
4. Assists in setting up new Interest Groups as requested.
5. Provides opportunity for club members to enlist in Interest Groups by setting up displays for registration at October Fall Gathering, and subsequent monthly meetings as needed.
6. Promotes interest in Interest Groups at monthly meetings. This could be in the form of announcements by Interest Group leaders, and distribution of printed material as needed.
7. May create a committee or appoint an assistant to help with the tasks outlined.
8. Works with the Website Coordinator to keep the Interest Group page on the website current.

## **Membership**

1. Coordinates and implements strategy for recruiting new members.
2. With mailing list from the Staff Liaison, publishes the Directory and coordinates its dispersal to Club members.
3. Provides Board members with re-usable name tags.
4. Working with the Second Vice President helps to ensure that blank name tags are available at each of the meetings and greets members and guests at the meetings.
5. Provides a membership list for use at each meeting.
6. Provides information and necessary forms to anyone who may want to become a member. Accepts membership checks and forms and forwards them to the Staff Liaison.
7. Coordinating with the staff at the reception desk at the Carriage House sends out information (such as directory, current newsletter, calendar of interest groups, program for the year) to new members who join after a date to be determined with the President.

## **Newsletter**

1. Coordinates the preparation of up to four newsletters each year: gathering materials and information, writing, forwarding materials to graphic designer, and printing.
2. Coordinates the mailing of the newsletters: obtains labels from the Staff Liaison , arranges delivery, either with Printing Services and the campus Mail Services or with other Board members.
3. Works with the Website Coordinator to place the newsletters on the website as they are published.

## **Publicity**

1. Prepares press releases for fundraising and other special events and meetings and sends to the Santa Cruz Sentinel, the Watsonville Pajaronian and other newspapers, and to campus and community publications when appropriate.
2. Confers with First Vice President to confirm details of programs.
3. Provides the Board with campus and community calendar information to help plan special events and fundraisers.
4. Keeps and updates the Club's Scrapbooks.

## **Scholarship**

1. Serves as the Club's representative to the Re-Entry Program Scholarship Committee, and selects the Club's scholarship recipients.
2. Coordinates with the STARS' staff to introduce the scholarship recipients to the Club membership at the Spring Luncheon
3. Consults with the President, Treasurer, and Staff Liaison on the amount and source of funds to be dispersed for the year's scholarship awards. The Board will be advised of this discussion at its February meeting.

## **Website**

1. Monitors the website throughout the year to ensure that the information on the website is current.
2. At the beginning of the year contacts the President and Interest Group Coordinator to see if any changes need to be made on the website.
3. Works with the designated campus website personnel to make appropriate changes.
4. Works with the Newsletter Coordinator to ensure that each newsletter as it is published is posted on the website.

## **Food**

1. May create a committee to assist with the variety of tasks outlined.
2. Keeps track of the paper goods (plates, napkins) and eating utensils that are needed for the general monthly meetings and ensures that each month there is an adequate supply of everything.
3. Prepares the sign-up sheet to provide food for the monthly General Meetings. Ensures that the spaces on the sheet are filled (circulating the sheet during the meeting, approaching members before and after the meeting, making an announcement, etc.).
4. Procures food for a meeting if it is deemed necessary.
5. Reminds the members who are bringing food about a week before each meeting.
6. Provides the President with the list of those who have brought food for each meeting.
7. Receives and assists in the placement of the food on the table.
8. Cleans up the food area after each meeting.

## **Sunshine**

1. Sends out thank you notes to the speakers each month.
2. Sends out notes from the Club to members for special events or occasions (such as condolences, get-well wishes, or congratulations) as deemed appropriate by the Board.

## **MEMBERS AT LARGE**

### **Immediate Past President**

1. Attends Board meetings and votes on issues brought before the Board.
2. Serves, when requested, as a source of information and advice on procedures as outlined in the By-Laws and on matters of precedent based on her overall experience as President.
3. Assists, when advisable, in the orientation of new Board members in the duties of their respective offices.

### **Staff Liaison**

1. Acts as liaison between the Women's Club and the University (the Chancellor, University Relations and the Foundation).
2. Attends all Board meetings or sends a representative to provide information and assist in decision-making.
3. Assists the Treasurer and President in preparing a proposed yearly budget to be presented to the Board at its August meeting.
4. Provides the Treasurer with the UC Santa Cruz gift and accounting reports pertaining to the Club's funds.
5. Consults with the President, Scholarship Coordinator, and Treasurer on the amount and source of funds to be dispersed for the year's scholarship awards. The Board will be advised of this discussion at its February meeting.
6. Reimburses Club members for appropriate out-of-pocket expenses.
7. Oversees receiving payment for membership dues and other contributions to the organization made throughout the year.
8. Provides mailing labels as required for the newsletter, membership directory, fundraising events, membership drive, and any other mailing that may occur.
9. Administers the Club's petty cash fund including payments made from the fund and preparing monthly petty cash bank account reconciliations reports that are sent to campus general accounting.

**Associate of the Chancellor**

1. Participates in meetings and events as he or she deems appropriate.
2. Maintains an active working relationship with the President when possible.

**Special Projects**

1. Assigned responsibilities for special events and activities when needed, i.e., Fund Raisers, Annual Meeting, and Inter Campus Visit. May also be requested to help with tasks at each meeting (such as Food Committee or directing vehicular traffic).
2. Assists or substitutes for other Board members when needed.

The Executive Board assumes full decision-making responsibility for the UCSC Women's Club. Executive Board Members participate in monthly meetings as called by the President including a year-end Board meeting of the "Old" and "New" Boards. Executive Board members play an active reception role, especially for new members and guests, at General Meetings and special events.

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