

## Job Descriptions 2-25--22

Below you will find all of the volunteer job descriptions for the Magnolia Point Women's Club. The list begins with Executive Officer positions, then Committee Directors and Chair positions. If any position interests you, you may contact the President and request a position's guidelines.

### President Job Description

**Purpose:** The purpose of President Executive Officer position is to provide leadership to the Magnolia Point Women's Club's (MPWC) Board (Executive Officers, Committees and general membership), and to serve as the Club's primary spokesperson and assure its mission and financial objectives are met.

#### **President Responsibilities:**

- Understands MPWC and its mission: acquainted with the organization, its history, mission, finances, programs and services; understands the external forces that affect the organization.
- In partnership with the board, ensures that the board fulfills its responsibilities for the governance of the organization.
- Chairs the board and general membership meetings; develops agendas; helps guide and mediate its actions regarding priorities and governance concerns.
- In consultation with the board, recruits and appoints committee chairs and project team leaders to ensure volunteer obligations are met.
- Serves as ex-officio member of all committees and regularly reviews their activities and projects providing input as appropriate.
- Annually addresses board organizational governance relating to its structure, role and management. This includes evaluating the ongoing pace and direction of the organization.
- Communicates with members at large by writing a President's column for the newsletter.
- Provides information to the incoming President before her first scheduled board meeting in June.
- Ensures new officers and committee members are aware of their responsibilities and are familiar with the necessary resources to transition to taking positions in May.
- Prepares and delivers a current information package to incoming President to ensure position continuity.
- Mentors Vice President.

**Skills required:** Excellent communication and organizational skills. Familiarity with word processing programs and emails. Prior experience in a leadership-type position a plus.

**Note:** Indeed.com suggests these are some of the skills or characteristics of a leader: integrity, decisiveness, relationship builder, problem solver, dependable and the ability to teach and mentor.

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### Vice President Job Description

**Purpose:** The purpose of the Vice President Executive Officer position is to serve as the second-ranking elected officer for the Magnolia Point Women's Club (MPWC) and assume the highest elected position as president at the conclusion of that term. The Vice President supports the President in fulfilling the Club's mission and the Board's goals and objectives by providing continuity to established programs.

#### **Vice President Responsibilities:**

- Executes the duties of the President in her absence.
- Attends scheduled board, Executive Officer, and general meetings.

- Attends at least one meeting of all Committees during term to understand the process and function of each.
- Accepts responsibilities delegated by the President.
- Maintains a committee inventory of physical and paper items particular to the committee's activity (notebooks, thumb drives, keys, etc.).
- Activates the Nominating Committee (the board) in January of each year to solicit nominations to arrive at an Executive Officers' slate of prospective candidates to be presented to the general membership in March and voted on at the general meeting in April.
- Is responsible for purchasing a gift for the outgoing President to be presented at the May Installation meeting. The gift is purchased through MP Golf shop, is usually a crystal object/etched and presented at the June meeting (amount to spend -not more than \$100).
- Assures that worthy members are recognized at general meetings with a token of MPWC's appreciation.

**Skills required:** Familiarity with word processing programs and emails. Prior experience in a leadership position a plus; good communication skills a must.

**Note:** Indeed.com suggests the following skills or characteristics of a mentor leader: integrity, decisiveness, relationship builder, problem solver, dependable and the ability to teach and mentor.

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## Treasurer Job Description

**Purpose:** The purpose of the Treasurer Executive Officer position is to serve as the volunteer chief financial officer of the Magnolia Point Women's Club (MPWC). The position calls for financial management ability to assure financial stability, budget development and oversight custody of MPWC funds.

### **Treasurer Responsibilities:**

- Serves as Chair of the Finance Committee.
- Serves as a member of the MPWC Executive Board.
- Oversees payment of all expenses.
- Maintains an accounting system and ensures that financial records are accurate and accessible as required.
- Reviews the monthly financial statement of income, expenditures and bank statements.
- Submits the following reports to Board and/or membership:
  - ✓ Monthly treasurer's report to members reflecting all income and expenses.
  - ✓ Quarterly report for the Finance Committee to review, comparing budgeted amounts versus actual income and expenses, and making recommendations from the committee if applicable.
  - ✓ Annual Finance Committee report and a Treasurer's report presented to the Board, providing recommendations from the committee if applicable.
- Annually reviews strategic plan to identify budgetary needs.
- In conjunction with the Finance Committee, assists all board members and committee team chairs in developing and maintaining individual budgets.
- In conjunction with the Finance Committee, develops the budget for the coming year and submits it to the Board for review and final approval no later than the July board meeting.
- Authorizes filing of Form 990 annually with the Internal Revenue Service.
- Submits annual reports to the state of Florida.

- Selects an assistant treasurer with appropriate skills to assist.

**Skills Required:** Prior experience with accounting and/bookkeeping; experience with word processing, email and appending attachments to emails, and printing (a PC and printer are required).

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## **Corresponding Secretary Job Description**

**Purpose:** The purpose of the Corresponding Secretary Executive Officer position is to maintain bylaws, update the committee guidelines, compose and send correspondence on behalf of the organization and maintain the Post Office Box. Should the occasion arise, assume the President's duties in the absence of the President and Vice President.

### **Corresponding Secretary Responsibilities:**

- Is familiar with MPWC: acquainted with the mission, organization, history, finances, programs, activities and services.
- Opens and distributes incoming mail; composes and sends outgoing correspondence on behalf of the President and the organization.
- Maintains bylaws if required under the direction of the Executive Officers.
- Maintains Executive Officer, Committee and Subcommittee job descriptions by assuring the Club's thumb drive containing this information is current. Provides updates on this information to the Club's webmaster.
- Investigates educational and other pertinent opportunities beneficial to the Club's Board.
- Assures that the incoming President is given the Club's updated thumb drive.
- Executes duties of President in the absence of the President and Vice President.

**Skills Required:** Ability to compose business letters, use word processing software, and print and send emails including attachments. Prior experience as a secretary or office assistant is a plus.

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## **Recording Secretary Job Description**

**Purpose:** The purpose of the Recording Secretary Executive Officer position is to document and maintain the Magnolia Point Women's Club Board and member meeting minutes for final approval and distribution to the general membership in a timely fashion.

### **Recording Secretary Responsibilities:**

- Documents the minutes at all board and membership meetings.
- Submits written drafts of minutes, presented in an agreed upon format, to the board for approval within a week of the meeting, and ensures finalized minutes are accessible tools for governance at least one week prior to the next board meeting.
- Ensures that all minutes are maintained in a notebook and/or on a thumb drive.
- Provides minutes to the webmaster for posting to the MPWC web site once approved and before the next meeting of the board.
- Understands the governing policies of the MPWC and is acquainted with the bylaws and the basics of *Roberts Rules of Order*.
- Maintains annual calendar of events for all MPWC activities.
- If unable to attend any meeting, assures that someone is at meetings to take minutes.

**Skills Required:** Ability to take meeting minutes, use word processing software, and print and send emails including attachments. Prior experience as a secretary or office assistant is a plus.

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## **Executive Board Advisor**

**Purpose:** The Executive Board Advisor position is filled by the outgoing President acting in an advisory, non-voting capacity. The purpose of this Executive Officer position is to provide continuity and advice to the incoming President and board.

### **Executive Board Advisor Responsibilities:**

- As a former Executive Officer, the outgoing President is available to advise the President and other board members on Club matters.
  - Advice may include sharing experiences that facilitate board deliberations along constructive and productive lines and providing information or suggestions to any and all members.
  - Attends board meetings as an advisor upon request for one year.
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\*\*NOTE: Committees are in order of the Committee Directors followed by Subcommittee chairs.

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## **Activities Committee Director Job Description and Guidelines 02-25-22**

**Purpose:** The purpose of the Activities Committee Director position is to plan programs, speakers, and social activities that follow the regular monthly business meeting, and to plan and organize social gatherings outside the monthly meetings. This committee serves to maintain and increase member involvement. It also serves to foster fun and friendship among members.

### **Activities Director Responsibilities:**

- Solicits member volunteers to assist in planning programs and socials.
  - Solicits program and social ideas from the general membership, and presents ideas to the board for approval.
  - Considers presenting a variety of different speakers/social activities at meetings to attract the greatest number of members. Works with committee members to settle on activities and programs that would appeal to the general membership.
  - Oversees contacting speakers and scheduling of programs.
  - Assures the purchase and presentation of gift or payment to speaker.
  - Annual Activities and Socials include: Installation of Officers Luncheon in May, the Christmas Party in December, and the Ice Cream Social in the spring.
  - Reports monthly in writing directly to the President.
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**Skills Required:** Team building; communication, planning and organizational skills.

Note: Anything political in nature is inappropriate.

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## Communications Committee Director Job Description

**Purpose:** The purpose of the Communications Director position is to provide information to the Magnolia Point Women's Club (MPWC) members at the request of the President or other designated committee members in consultation with the President.

### **Communications Director responsibilities:**

- Reports directly to the President.
- Is responsible to fill the subcommittee open positions with the help of the board.
- Manages the following subcommittees: Historian, Publicity, Newsletter, Directory, Print Shop and Webmaster.
- Delegates communication responsibility when not available to a designated Communication Chair.
- May communicate through the Homeowner's Association (HOA).
- Sends emails regarding general community notices to Club members as requested by any Committee Director in consultation with the President.
- Prepares and edits articles for the MP *Magnolia* and *Pointing the Way* on behalf of MPWC.
- Is responsible for final editing of all articles and outgoing communications.
- Oversees the gathering and maintenance of current and correct member information including address, telephone, email, birthday, wedding anniversary, and spouse's name (if applicable) of all MPWC members.
- Attends board and general MPWC meetings.

**Skills Required:** Committee coordination; Computer skills; writing and editing skills.

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## Historian Subcommittee Chair Job Description

### **Communications Committee**

**Purpose:** The purpose of the Historian Subcommittee Chair position is to preserve the history of the MPWC members and their activities.

### **Historian Chair Responsibilities:**

- Prepares and maintains an organized scrapbook and digital account of the history of the Magnolia Point Women's Club.
- Collects and organizes hard copies and digital copies of the MPWC newsletter, *Pointing the Way*.
- Collects hard copies and digital copies of memorabilia from *The Magnolia*, newspaper articles, awards, pictures, etc.
- Collects and/or takes photos of MPWC events to include names of people in the photo, and the name and date of the event and maintains both hard and digital copies of these photos.
- May use the MPWC Printshop when hard copies of photos or other memorabilia are needed.
- Oversees the digitizing of past scrapbooks and current memorabilia.
- Maintains and oversees the storage of the MPWC scrapbooks in Clay County Historical Society Museum.
- Prepares an organized thumb drive with all MPWC digital memorabilia.

- Works with the Webmaster to post digital memorabilia on the MPWC website.
- Provides Communications Director with a monthly report of any activity.
- Attends board meetings if asked by Communications Director or President.

**Skills Required:** Organizational skills. Follow-up with items and/or articles that pertain to the club for inclusion into the scrapbook and digital folders/thumb drive

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## Newsletter Subcommittee Chair Job Description

### Communications Committee

**Purpose:** The purpose of the Newsletter Subcommittee Chair position is to be the editor of the Magnolia Point Women’s Club (MPWC) newsletter, *Pointing the Way*, a monthly newsletter.

#### **Newsletter Chair Responsibilities:**

- Reports to the Communication Director monthly.
- Prior to any newsletter publication, solicits (by email) and edits articles received from executive officers, committee directors and chairs, and general members about happenings of interest or any ads.
- Write articles concerning pertinent information for Club members.
- Puts together articles and information into a newsletter type format.
- Asks the webmaster to post the newsletter on the mpwc.org web site.
- Asks the Communications Director to distribute the newsletter via email to all club members.
- The newsletter Chair, or a designated helper, assures that photos of interest at meetings and events are taken. If a helper is used, photos must be sent to the newsletter chair.

**Skills needed:** Word processing program skills (Word, WordPerfect, Publisher); excellent communication skills (composing and editing). Photo editing skills required.

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## Publicity Subcommittee Chair Job Description

### Communications Committee

**Purpose:** The purpose of the Publicity Subcommittee Chair position is to write press releases for local news outlets, manage social media, engage in media building and making media inquiries to publicize Magnolia Point Women’s Club (MPWC) activities and accomplishments

#### **Publicity Chair Responsibilities:**

- Consults with the Communications Director prior to any media post.
- Provides the Communications Director with a monthly written report of the status of any MPWC activities related to the following types of publicity:
- Creates, edits and submits content for press releases. Submits all press releases and photos to the media. (Press Releases)
- The Chair or a designated member coordinates all public relations activities including Facebook, YouTube, Twitter, etc. (Social Media)
- Builds existing media relationships and cultivates new contacts to grow awareness of Magnolia Point Women’s Club at the local news level. (Media Building)

- Manages media inquiries and interview requests. (Media Inquiries)

**Skills required:** Writing editing, and word processing skills.

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## **Webmaster Subcommittee Chair Job Description**

### **Communications Committee**

**Purpose:** The purpose of the Webmaster Subcommittee Chair position is to provide the Magnolia Point Women's Club (MPWC) with a viable website that contains relevant information for all club members.

#### **Webmaster Responsibilities:**

- Updates and maintains the MPWC website to reflect our current bylaws, current leaders, activities, projects, job descriptions, job guidelines, current events and accomplishments.
- Receives updated information from the Corresponding Secretary.
- Updates and redesigns the club's website as needed and directed by the board

**Skills required:** Web design and skills required to update and maintain the MPWC website.

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## **Directory Subcommittee Chair Job Description**

### **Communications Committee**

**Purpose:** To assure that the Magnolia Point Women's Club Directory is updated and maintained on a regular basis and assure the directories are made available to its members on an annual basis.

#### **Directory Print Chair Responsibilities:**

- Maintain the Club's database of member information during the year.
- Create a pdf file of the directory for the printer.
- Receive all new member information as they join and add to the directory immediately.
- Make all changes to information as directed by members that includes new phone numbers, email addresses, cancellation of land lines, etc. Remove spouses name and anniversary date as situations arise.
- Make arrangements to deliver printed directories to member's homes.
- Create a Celebration List each month that includes members with birthdays and anniversaries during the coming month. Send to the Director of Communications to send out via email.
- Create member lists of when asked by various committee chairs.
- From time to time, create of list of all member information and have it sent to members to verify any changes needed.

**Skills Required:** Computer skills. An understanding of the importance of follow-up when it comes to maintaining current documents and delivering products requested on time.

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## Printshop Subcommittee Chair Job Description

### Communications Committee

**Purpose:** The purpose of the Printshop Subcommittee Chair position is to provide printing services to Magnolia Point Women’s Club (MPWC) in response to committee needs.

#### **Printshop Chair Responsibilities:**

- Maintains the following items: color printer, paper, card stock, and ink cartridges as needed.
- Orders ink and all supplies through the treasurer.
- Using the club's printer, prints all materials needed but not limited to:
  - ✓ Monthly Newsletter (print and deliver 50 copies for clubhouse lobby plus 10 copies for the Hospitality Subcommittee)
  - ✓ Directory ad letters, forms, labels
  - ✓ Charity drive letters and labels
  - ✓ Arts & Crafts Fair posters, information, vendor forms, etc.
  - ✓ Luminary Subcommittee order forms, instructions and pamphlets
  - ✓ Hospitality Subcommittee information (about 10 pages plus the Home Owner’s Association Handbook)
  - ✓ Invoices the Magnolia Point Community Association for printing the handbook that is given to new residents. Invoice is emailed to the Community Association Manager (CAM).

**Skills Required:** Computer and printer skills. An understanding of the importance of follow-up when it comes to delivering products requested on time.

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## Fundraising Committee Director Job Descriptions

**Purpose:** The purpose of the Fundraising Committee Director position is to assure that needed fund raisers occur and provide information on all fundraising endeavors of the Magnolia Point Women’s Club (MPWC) to the board.

#### **Fundraising Director Responsibilities:**

- Manages the following subcommittees: Arts & Craft Fair, Directory Ads, Luminaries and any other fundraising event.
- Receives monthly reports from any active subcommittee, consolidates and provides a monthly written report to the President.
- Meets with all subcommittees and provides insight and oversight on their activities.
- Assists with written articles for all completed events for publication in *Pointing the Way* and HOAs *Magnolia*.
- Assures that a photographer with the Newsletter Committee is available to take pictures at all events.
- Attends board and general MPWC meetings.



**Skills Required:** Committee coordination; word/word perfect computer capability; composing and editing skills.

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## **Directory Ads Subcommittee Chair Job Description**

### **Fundraising Committee**

**Purpose:** The purpose of the Directory Ads Subcommittee Chair position is to sell advertising in MPWC's annual member directory.

#### **Directory Ads Chair Responsibilities:**

- Answers directly to the Fundraising Director.
- As needed works in conjunction with the following: ad designer and reviewer, communications coordinator, treasurer, and sales people.
- Sends letters to existing and prospective advertisers; letters to new businesses may be delivered in person.
- Develops and manages a timeline that spreads from January to June and covers from ad solicitation to directory distribution and sending out thank you letters.
- Maintains all directory information on a thumb drive.

**Skills required:** Ability to manage a team and assure that an updated directory is ready by June of any given year. Able to compose letters and interface with local businesses.

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## **Arts & Crafts Fair Subcommittee Chair Job Description**

### **Fundraising Committee**

**Purpose:** The purpose of the Arts & Crafts Subcommittee Chair position is to oversee and engage in fundraising projects where vendors purchase a booth to sell products and Magnolia Point Women's Club (MPWC) members sell raffle tickets and engage in various other activities to raise money. This effort is in support of MPWC's philanthropic endeavor to raise money for charities.

#### **Arts & Crafts Fair Chair Responsibilities:**

- Responds directly to the Director of Fundraising.
- Provides the Director with a monthly written report on the status of the event.
- After consultation with the Director, asks the board to determine how many events for the year and where and when these events will occur.
- Secures the event venue well in advance of the event.
- Selects a team of MPWC volunteers to manage the various aspects of putting on an event that includes vendors and MPWC member activities.
- Composes vendor solicitation letters with application forms included from corporations and local businesses. Accumulates responses and develops a vendor list.
- Verifies that the application form is current; if updated, provides a copy to the webmaster.
- Works with the Communications Director regarding publicity (flyers, emails, signs); contacts Webmaster Chair to have event on the MPWC web site.

- Orders raffle tickets and any other items needed.
- Assures that the vendor list is finalized, and that the event location is ready for the event.
- Reports all expenditures and income to the board.
- Following the event, sends thank you notes for donations received.

**Skills Required:** Ability to team build, be familiar with word/excel computer programs, compose letters and organize events.

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## Luminary Subcommittee Chair Job Description

### Fundraising Committee

**Purpose:** The purpose of the Luminary Subcommittee Chair fundraising position is to manage the purchase and sale of luminaries for “Light Up Magnolia” night each December, the proceeds of which go to support the Magnolia Point Women’s Club’s (MPWC) philanthropic endeavors.

### **Luminary Chair Responsibilities:**

- Solicits volunteers to serve as packagers and block captains in the fall.
- Contacts vendors used and assures that items needed for luminaries (bags, candles, cups, ties) are ordered and on hand in ample time for the event held in early December.
- Meets with block captains in November to plan sales and delivery.
- Prepares a pamphlet to be approved by the board and used by block captains when soliciting sales.
- Solicits board approval of expenses.
- Provides the Treasurer and board with final list of expenses and income.
- Manages the inventory for this event.
- Works with Webmaster Chair and Communications Director to assure that the event is properly advertised on the MPWC web site.
- Composes an article about the success of the event for publication in *Pointing the Way*, and the HOA’s *Magnolia*.
- Provides the Fundraising Director with a status report of this fundraising event on a monthly basis.

**Skill Required:** Team building, bookkeeping, sales, computer including email, and organizational skills.

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## Green Cove Schools (GCS) Committee Director Job Description

**Purpose:** The purpose of the Green Cove Springs (GCS) Committee Director position is to work with the principal and staff of GCS Schools that include Charles E. Bennett Elementary School (CEB), Bannerman Alternative School (Bannerman), GCS Junior High, and Clay High to aid these students and their families who are in need. This is accomplished through assigned individual chairs or school liaisons

### **GCS Schools Director Responsibilities:**

- Responsible for selection of individual school chairs (liaisons), gathers information about the needs of these school chairs, and provides a status report regarding all schools' needs to the President.
- Writes articles for the monthly newsletter, *Pointing the Way*, and the HOA *Magnolia* when appropriate.
- Considers and manages other miscellaneous school requests as needed.
- Works with the Treasurer for funds needed for the committee to accomplish its mission.
- All receipts for purchased items must be solicited from GCS Chairs, retained and surrendered to the Treasurer, along with an Expense Reimbursement Form if necessary.
- Works with the Communications Director to manage messages or requests for assistance to general members via email, with approval of the President.
- Composes letters to the community pertaining to GCS schools if needed.
- Organizes the GCS Charity Drive if needed.

**Skills required:** Managing, organizing, word processing and writing skills required.

## Charles E. Bennett Subcommittee Chair Job Description

### GCS Schools Committee

**Purpose:** The purpose of the Charles E. Bennett (CEB) Subcommittee Chair position is to work directly with the principle and staff of CEB to identify and provide aid for those students and their families who may be in need.

#### **CEB Chair/Liaison Responsibilities:**

- Provides the GCS Schools Director with a typed monthly status report regarding CEB.
- Organizes members to respond to the principal's requested projects.
- Manages Christmas shopping for eligible children and their families.
- Retains receipts for purchased items and submit to Treasurer.
- Maintains regular contact with the principal and staff of CEB.

**Skills required:** Simple accounting and communicating skills. Word processing skills.

## Bannerman Alternative School Subcommittee Chair Job Description

### GCS Schools Committee

**Purpose:** The purpose of the Bannerman Alternative School (Bannerman) Subcommittee Chair position is to work directly with the principle and staff of Bannerman to identify and provide aid for those students and their families who may be in need.

#### **Bannerman Chair/Liaison Responsibilities:**

- Provides the GCS Schools Director with a typed monthly status report regarding Bannerman.
- Works closely with the principal and faculty of Bannerman to identify any needs for students or their families.
- Maintains regular contact with the principal and staff to identify any needs for students or their families.
- Reports any identified needs to the GCS School Director; with the Director if funds are needed.
- Retains receipts for purchased items and submit to the GCS Director for reimbursement.

**Skills required:** Simple accounting and communicating skills. Word processing skills.

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## Green Cove Springs Junior High Subcommittee Chair Job Description

### GCS Schools Committee

**Purpose:** The purpose of the Green Cove Springs (GCS) Junior High Subcommittee Chair position is to work directly with the principle and staff of GCS Junior High School to identify and provide aid for those students and their families who may be in need.

### **GCS Junior High Chair/Liaison Responsibilities:**

- Provides the GCS Schools Director with a typed monthly status report regarding GCS Junior High.
- Works closely with the principal and faculty of GCS Junior High to identify any needs for students or their families.
- Maintains regular contact with the principal and staff.
- Reports any needs to the Director and work with the Director if funds are.
- Retains receipts for purchased items and submit to the GCS Director for reimbursement.

**Skills required:** Simple accounting and communicating skills. Word processing skills.

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## Clay High Subcommittee Chair Job Description

### GCS Schools Committee

**Purpose:** The purpose of the Clay High Subcommittee Chair position is to work directly with the principle and staff of Clay High School to identify and provide aid for those students and their families who may be in need.

### **Chair/Liaison responsibilities:**

- Provides the GCS Schools Director with a typed monthly status report regarding Clay High.
- Works closely with the principal and faculty of Clay High to identify any needs for students or their families.
- Maintains regular contact with the principal and staff.
- Reports these needs to the Director and work with the Director if funds are needed.
- Retains receipts for purchased items and submit to the GCS Director for reimbursement.

**Skills required:** Simple accounting and communicating skills. Word processing skills

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## Grants Committee Director Job Description

**Purpose:** The purpose of the Grants Committee Director position is to seek grants to augment charitable dollars in promoting MPWC projects and initiatives.

### **Grants Director Responsibilities:**

- Researches avenues for charitable grants and composes requests for grants from appropriate sources.
- Reports monthly in writing directly to the President who in turn reports to the Board.
- Communicates with the Reinhold Foundation that actively provides educational opportunities for MPWC members and shares that information with the President.

**Skills required:** Word processing and grant writing.

**Notes:** The only grant in play as of Jan. 2022 is Clay Electric.  
Potential sources include but not limited to the following:

- ✓ Reinhold Foundation
  - ✓ Publix Supermarket Charities
  - ✓ Walmart
  - ✓ Clay Electric
  - ✓ Elks BPOE 1892
  - ✓ WaWa Stores
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## Membership Committee Director Job Description

**Purpose:** The purpose of the Membership Committee Chair position is to identify new members and provide hospitality to Magnolia Point and encourage participation in the Magnolia Point Women's Club (MPWC). It further works through its subcommittees to communicate with and assist existing MPWC members in times of illness, hospitalization and family death.

### **Membership Director Responsibilities:**

- Responsible for filling the subcommittee chair positions.
- Reports to the board on subcommittee activities and attends board meetings.
- Manages the subcommittees of Hospitality, Sunshine and Helping Hands.
- Retrieves a copy of new member registration from May Management as well as from Magnolia Point Golf and Country Club and MPWC neighbors.
- Assures that MPWC club members receive new a /name tag, and the member handbook containing a list of members, addresses, phone numbers and emails.
- Assists Hospitality in gathering folders that contain information from the Magnolia Point Golf & Country Club and information from the Magnolia Point HOA and the MPWC for distribution to new residents.
- Manages annual membership renewals. Payments are given to the treasurer; Director is responsible to check with those members who are late to see if they will renew.
- Assures that someone on her subcommittee is sitting with new members at their first few meetings, and taking a picture of any new member who attends for *Pointing the Way*.
- Assures an article about new members is provided to the Newsletter Chair.
- Inform new members of contact numbers for activities they checked on the registration form to encourage and foster participation

### **Changes in 2021: Optional**

- In 2021, welcome events were initiated with coffees in the morning and/or wine and cheese in the evenings. New members and current residents who are engaged in the community are invited.
- In 2021 Membership treated the attendant members to a Happy Hour beverage of their choice at three meetings. Have to verify with treasurer that monies are available for these types of events in advance.

**Skills required:** The position requires a person with some organizational skills, an understanding of the importance of following up with new members and a welcoming personality who is vested in the mission of the MPWC.

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## Hospitality Subcommittee Chair Job Description

### Membership Committee

**Purpose:** The purpose of the Hospitality Subcommittee Chair position is to visit and welcome new residents to Magnolia Point, introduce them to the Magnolia Point Women's Club (MPWC), and make them feel welcomed to the neighborhood.

#### **Hospitality Chair Responsibilities:**

- Reports monthly in writing to the Membership Director who, in turn, reports to the board.
- Identifies new residents as provided by May Management.
- Visits new residents in the community and provides them with folders put together with the help of the Membership Director containing pertinent information: One from Magnolia Point Golf & Country Club; the other folder has two sets of information, from the HOA and from the MPWC. A drink or food coupon from the Magnolia Point Golf and Country Club and/or the MPWC may be included.
- Invites and hopefully accompanies new residents to a club meeting or function for introduction.
- Writes articles regarding new residents for *Point the Way* as needed.

**Skills:** The position requires a person with some organizational skills, an understanding of the importance of following up with new members and a welcoming personality who is vested in the mission of the MPWC.

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## Helping Hands Subcommittee Chair Job Description

### Membership Committee

**Purpose:** The purpose of the Helping Hands Subcommittee Chair position is to assist members and/or their families in the event of illness or death. This group includes the Chair and a group of a Magnolia Point Women's Club (MPWC) volunteer members who assist with meals and or other needs.

#### **Helping Hands Chair Responsibilities:**

- Reports directly to the Membership Director monthly in writing regarding recent activities
- Once a request comes to MPWC, the Chair contacts the family to determine how Helping Hands can be of assistance and subsequently plans and organizes how these needs will be met.
- In concurrence with the President once the request is received, the Chair responds to the family's needs within reason.
- In consultation with the President, the Chair determines if notice may be shared with members and what the notice will include.
- Determines the following: To assure success in being responsive to the request, it is in the best interest of the family in need to have one single point of contact to handle delivery of all good will.
- Relies on the kindness and generosity of MPWC volunteers and does not use MPWC monies.
- Maintains a list of all volunteers to include email address and phone numbers to be shared with the President and updated as needed.

**Skills required:** Ability to develop and maintain a spread sheet with pertinent information regarding volunteers. The ability to use Meal Train. Willingness to work with families in need and manage volunteers and the need required.

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## Sunshine Subcommittee Chair Job Description

### Membership Committee

**Purpose:** the purpose of the Sunshine Subcommittee Chair position is to sympathetically represent Magnolia Point Women's Club (MPWC) at times when a member is ill, hospitalized or if death occurs in the family.

#### **Sunshine Chair Responsibilities:**

- Reports directly to the Membership Director in writing monthly regarding activities carried out.
- Purchases the appropriate cards and composes get well, sympathy or general notes to members who are ill, hospitalized or have had a death in the family.
- Purchases and assures delivery of some token of concern (bud vase, balloon) for hospitalizations.
- Interfaces with the Helping Hands Subcommittee Chair to stay apprised of members' status and needs.

**Skill Required:** Ability to compose notes or select appropriate cards and tokens of concerns for anyone who is ill, hospitalized or experiences a death in the family.

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## Scholarship Committee Director Job Description

**Purpose:** The purpose of the Scholarship Committee Chair position is to award scholarships to deserving female students who attend Clay High and who are in need of financial assistance to pursue a higher education. Selection is based on a student's financial need, academic standing, extracurricular activities and community service.

#### **Director Responsibilities:**

- Selects a team of five Magnolia Point Women's Club (MPWC) volunteers. Optimally it would be advantageous to seek team members who have some connection with or devotion to education.
- Sets up meetings throughout the year (instructions and timelines are available) that meet the due dates required in the year long process.
- Reports monthly to the President and the Board on the status and progress of the process.
- Communicates with the Clay High Scholarship Counselor and her associate; at the appropriate time advises them of the winners and awards to be given.
- Provides the team with the resources needed for each to successfully assess the applications received. (Resources are available.)
- Reviews the online application form with the team and, once approved, works with the MPWC webmaster to get the application on the website; sends a digital copy of the application to the Clay High Counselor and her associate.
- Works directly with the Clay Education Foundation Director on matching funds.
- Develops congratulatory letters, certificates and other required correspondence.
- In June invites the winners to our MPWC general meeting; provide yellow roses to winners and introduce the recipients.
- Writes an article for Clay Today and *Pointing the Way*; invites a *Clay Today* reporter to the June meeting.

**Skills required:** Exposure to education in some form is ideal; computer skills (Word/WordPerfect, Adobe, printing); compose correspondence and write articles as needed.

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### **Maggie's Meals Director Job Description 2-12-22**

**Purpose:** The purpose of this Committee is to provide food to hungry children and their siblings at Charles E. Bennett Elementary (CEB) School who have been identified by faculty to have little or no food over the weekend.

#### **Director Responsibilities:**

- Communicate with the CEB to identify needy students.
- Develop instructions for all phases of the process.
- Solicit a team member to form groups and schedule volunteers to package the food throughout the school year.
- Develop a distribution schedule based on the school calendar.

**Skill required:** Organization skills