

Executive Board Job Descriptions (05-05-23)

President Job Description

Purpose: 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.

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
- Chairs the Board and general membership meeting, develops agendas and executive and committee reports, and helps guide and mediate its actions regarding priorities and governance concerns.
- Edits and approves meeting minutes.
- 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.
- With the assistance of the Board, annually addresses Board organizational governance relating to its structure, role and management. This includes evaluating the ongoing pace and direction of the organization.
- Communicates through the Communications Director with members at large via email.
- 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. Needs to be in touch with and open to the general membership as well as committee directors and chairs.

Vice President Job Description

Purpose: 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.

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.).
- Assures that the suggestion box is at general meetings and suggestions are given to the President for Board discussion.
- 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 and is usually a crystal object/etched and presented at the May meeting (amount to spend - \$100 - \$200 max).

Skills required: Familiarity with word processing programs and emails; good communication skills.

Treasurer Job Description

Purpose: 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.

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.

Corresponding Secretary Job Description

Purpose: 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.

Responsibilities:

- Is familiar with MPWC: acquainted with the mission, organization, history, finances, programs, activities and services.
- Collects, 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.
- Conducts any voting done by secret ballot at Board and general meetings.
- 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 Communications Director.
- 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

Recording Secretary Job Description

Purpose: To document and maintain the Magnolia Point Women's Club Board and member meeting minutes for final approval by the President and distribution of the general minutes by the Communications Director to the membership and to the Website.

Responsibilities:

- Documents the minutes at all Board and membership meetings.
- Submits written drafts of Board and general meeting minutes, presented in an agreed upon format, to the President for approval within a week of the meeting, and ensures finalized minutes are accessible tools for governance at least two weeks prior to the next Board/general meeting.
- Ensures that all minutes are maintained in a notebook and/or on a thumb drive as a permanent record for MPWC.
- Provides finalized Board minutes to the President to be submitted for Board approval.
- Provides finalized general meeting minutes to the Communications Director for posting to the MPWC website.
- Understands the governing policies of the MPWC and is acquainted with the bylaws and the basics of *Roberts Rules of Order*.
- Assigns a substitute to record the minutes in the event she is not able to attend a meeting.

Skills Required: Ability to take meeting minutes, use word processing software, and print and send emails including attachments.

Immediate Past President

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

Immediate Past President Responsibilities:

- As a former and current Executive Officer, the outgoing President is available to advise the incoming 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 all members.
- Attends Board meetings as a voting Executive Officer for one year.

Skills required: Excellent communication and organizational skills.