

President Job Description (02-27-2025 – updated by DH)

Purpose: To provide leadership to the Magnolia Point Women's Club's (MPWC) Board (Executive Officers, Committee Directors) and general membership, and to serve as the Club's primary spokesperson and assure its mission and financial objectives are met.

Responsibilities:

- Understands the MPWC and is thoroughly acquainted with the organization, 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.
- Understands the governing policies of the MPWC and is acquainted with the MPWC Bylaws and the basics of *Roberts Rules of Order*.
- Chairs the Board and general membership meetings, develops agendas and executive and committee reports, and helps guide and mediate its actions regarding priorities and governance concerns.
- Sends out a draft agenda of the Board meeting (no agenda is required for the general meeting). A final Board agenda is made available within 72 hours of the Board meeting.
- Board Highlights of salient points discussed at the Board meeting provided to all members within 48-72 hours.
- Edits and approves meeting minutes.
- Attends at least one meeting of all committees and subcommittees during term to understand the process and function of each.
- In consultation with the Board, recruits and appoints committee directors, subcommittee chairs, and project team leaders as necessary 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.
- Attends the annual Finance Committee meeting held after May 30 but before the June Board Meeting.
- 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 and/or by writing a President's column for *The Magnolia News* as needed.
- Provides information to the incoming President before her first scheduled board meeting in June.
- With the assistance of the Corresponding Secretary, 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, delivers, and explains the contents of an up-to-date thumb drive and binder to the incoming President to ensure position continuity. The contents of the thumb drive include:
 1. The President's calendar which provides an updated guide to events and requirements throughout the year.
 2. Updated lists of Executive Officers, Committee Directors, and Subcommittee Chairs and their contact information.
 3. An updated Organization Chart depicting the relationship among the Executive positions, Committees, and Subcommittees.
 4. Job Descriptions of the Executive Officers, Committee Directors, and Subcommittee Chairs in preparation for the Nominating Committee's slate of officers and for the Webmaster.
 5. Format options for Board and general meeting agendas.

6. The current MPWC's letterhead.
 7. Bank signature changes and address change letters
- Mentors the 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.

Vice President Job Description

(reviewed 2/12/2025 - py/lb)

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 and subcommittees during term to understand the process and function of each.
- Attends the annual Finance Committee meeting held after May 30 but before the June Board Meeting.
- Accepts responsibilities delegated by the President.
- Understands the governing policies of the MPWC and is acquainted with the MPWC Bylaws and the basics of ***Roberts Rules of Order***.
- Serves as Parliamentarian at all Board and general meetings to assist in carrying out correct meeting procedures according to ***Robert's Rules of Order***.
- Updates and maintains an officer and committee inventory of physical and paper items particular to the committee's activity (notebooks, thumb drives, keys, etc.) on an ongoing basis.
- 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 May meeting (amount to spend - \$100 max.).
- Ensures the suggestion box is at all general meetings and suggestions are given to the President for Board discussion

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

Corresponding Secretary Job Description

(updated 02/12/2025 am)

Purpose: To maintain bylaws, update the committee guidelines, compose and send correspondence on behalf of the organization, maintain the Post Office Box, and 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.
- Attends scheduled Board, Executive Officer and general meetings.
- Retrieves, opens, and distributes incoming mail.
- Composes and sends official outgoing correspondence on behalf of the President and the organization including but not limited to grant requests, requests for donations, bank account inquiries and changes, legal inquiries and information, and thank you letters to official donors, etc. (MPWC Fundraisers such as Luminaries, Arts and Crafts Fair, Directory Ads, are excluded as these functions manage their own solicitation and thank you correspondence)
- Ensures that pictures are taken during meetings, and Social Activities that includes members of the MPWC.
- Maintains a repository for copies of all official correspondence, forms, etc. from all committees and subcommittees.
- Maintains a dated repository of all Board approved policies and procedures and ensures the Communications Director has uploaded these policies and procedures to the Governance file on the MPWC website.
- Maintains bylaws if required under the direction of the Executive Officers.
- Receives the letters of resignation via hard copy or email from resigning officers and directors and informs the President and Board of Directors of the resignations.
- 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 webmaster via the President and Communications Director.
- Investigates educational and other pertinent opportunities beneficial to the Club's Board.
- Executes the duties of President in the absence of the President and Vice President.
- Understands the governing policies of the MPWC and is acquainted with the MPWC Bylaws and the basics of *Roberts Rules of Order*.

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.

Recording Secretary Job Description (reviewed 02/11/2025 bm)

Purpose: To document and maintain the Magnolia Point Women's Club board and general 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:

- Takes attendance, notes whether and quorum is present, and documents the minutes at all board and general membership meetings.
- Submits written drafts of minutes, presented in an agreed upon format, to the President for editing 48-72 hours after the meeting, and ensures finalized Board/general meeting 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.
- Understands the governing policies of the MPWC and is acquainted with the MPWC 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. Prior experience as a secretary or office assistant is a plus.

Treasurer Job Description

(reviewed 2/12/2025 – lw)

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:

- Organizes and chairs the Finance Committee meeting in June to prepare the annual budget.
- 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.
 - ✓ **When necessary, meets with the Finance Committee to review the budget versus actual income and expenses** and reports 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.
- Periodically reviews the annual budget 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.
- Writes the checks and keeps a record of all MPWC charitable and memorial donations.
- If so inclined and in concert with the Membership Director, may collect all membership dues and new member forms. The forms are then sent on to the Membership Director and Member Database Chair.
- Makes the annual payment for the purchase of two season tickets to the Orange Park Community Theater (OPCT), manages the timeframe for the raffling of the tickets to the MPWC, and assists the winner of the tickets in making reservations for the performance of her choice.
- Selects an Assistant Treasurer with appropriate skills to assist.

Report/Forms to be Filed

- Internal Revenue Form 990EZ due by September 15th of every year.
- Florida Division of Corporations Annual Report – due no later than May 1 each year.
- Florida Dept. of Agriculture, Charitable Organizations Registration to Solicit Funds – renew every year no later than June 1.
- Florida Certificate of Tax Exemption – renew every 5 years – next renewal due no later than 10-31-2023.
- Florida Fictitious Name Registration – renew every 5 years – next renewal due no later than 12-31-2027.

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).

Immediate Past President/Advisor Job Description

(reviewed 2/12/2025 lb)

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

Immediate Past President Responsibilities:

- The Immediate Past 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 all members.
- Serves as the liaison to the Reinhold Foundation; communicates educational opportunities provided by Reinhold to all MPWC leaders.
- Attends Board meetings as a voting Executive Officer for one year.

Skills Required: Excellent communication and organizational skills. Familiarity with word processing programs and emails.