

MOUNT HOLYOKE CLUB OF SOUTHWEST FLORIDA

Two Sentence Descriptions of Board positions

President* -- Intensity -- high; Timeframe -- sporadic; has vote

Sets the tone for the Club and coordinates activities of Board members.
Serves as visible head of the club and contact point with the College and AA, especially with regard to reports.

Vice-president* -- Intensity -- low; Timeframe -- sporadic; has vote

Supports and assists the president in her duties, especially in her stead when necessary. Assumes other duties as assigned and available, often Nominating and writing newsletter articles.

Secretary* -- Intensity -- medium; Timeframe -- sporadic; has vote

Takes Minutes of Board meetings, offering completed Minutes for approval.
Provides approved Minutes to the AA and club archives.

Treasurer* -- Intensity -- medium; Timeframe -- sporadic; has vote

Handles club finances, including collection of dues, event reservations and reports to the Board and, annually, to the AA in July.

Program Chair* -- Intensity -- medium; Timeframe -- sporadic; has vote

Provides a varied and exciting range of activities and gatherings (minimum of 3) throughout the season. Collaborates with Social, Communications and Membership chairs, speakers for their needs, and two local Seven Sisters, and Yale Clubs.

Social Chair* -- Intensity -- medium; Timeframe -- seasonal; has vote

Provides for locations, menu arrangements, greeting as required, and AV needs for speakers during events. Works often with the Program and Membership chairs.

Membership Chair* -- Intensity -- medium; Timeframe -- sporadic; has vote

Serves as contact person for new and on-going members before, during and after meetings. Works frequently with and assists Communications, Social and Program chairs.

Communications Chair* -- Intensity -- high; Timeframe -- sporadic; has vote

Transmits newsletters, flyers and other communications to the membership on a timely basis, answers and forwards club email as appropriate.

Serves as club webmaster. Maintains the club's member database in coordination with the club's Membership Chair.

Newsletter Editor* -- Intensity -- high; Timeframe -- sporadic; has vote

Solicits articles for and produces newsletters at least 4 times per year.

Coordinates with the Communications, Membership, Social, and Program chairs.

Prepares a flyer for each event.

Admissions Representative* -- Intensity -- medium; Timeframe -- seasonal; has vote

Serves as two-way contact person between students seeking acceptance to the College and from the College with the students.

Reports to Board on progress and any support needed.

Past President* -- Intensity-- low; Timeframe -- sporadic; has vote

Provides support and experience to the President and Board.

Completes duties as assigned.

Nominating Chair -- Intensity -- low; Timeframe -- becomes more active and intense near end of five-year term and when filling vacancies

Leads committee in soliciting and recommending members for Board positions.

* **Board position** – traditionally up to a 5-year term