

Good with People/Networking

- **President (exec board)** The CSC President must be a member in good standing and presides over general membership and board meetings, establishes policies and procedures and ensures the Bylaws are upheld. The President is responsible for appointing all committee chairs on the General Board and serves as a representative of CSC within the community. In this position, it is essential to delegate and supervise all CSC events and ensure all committee chairs are fulfilling their duties/ responsibilities. The President fills vacancies occurring in any of the board positions and provides immediate oversight for the committees.
- **Hospitality (chair and committee)** Attend Newcomers Briefings or appoint a representative to provide welcome packets to potential club members, distribute welcome packets through senior spouses, coordinate w/ the Special Activities chair for the planning and execution of the Welcome Coffee, in coordination with the 2nd Vice President. Responsible for the purchase of monthly birthday cards for members.
- **Ways and Means (chair and committee)** Purchase items for resale to the general membership to help meet the fiscal budget. Keep a current inventory for table set up of merchandise at major fundraisers. Operate sales table at CSC functions and Bazaar.
- **Publicity (chair and committee)** Publicize all information concerning Club-sponsored events and activities in a timely manner. Submit information to the Public Affairs Office, local newspapers and service journals. Maintain club website. Select a club member to maintain and collect a scrapbook for club's historical records.
- **Historian (chair)** Take pictures at events, posting them on Facebook and website. Create a year end club scrapbook to present to the president and club advisors.