

Short on Time But Want to Help

Any committee: this alleviates being in charge of a particular area and having to come to monthly board meetings.

- **Secretary:**(Recording and Corresponding (exec board))
 - **Recording secretary:** Responsible for maintaining all club records, the Recording Secretary keeps a record of all minutes taken at board meetings as well as business conducted at other meetings within the organization. On a monthly basis, the Secretary presents monthly minutes to DMWR, ensure that the bylaws are available to the general membership upon request, Administer any telephonic and email votes and enter such actions and its results in an addendum to the minutes.
 - **Corresponding Secretary :**Be responsible to pick up mail weekly and distribute at board meeting, all Club correspondence as directed by the President to include invitations, thank you notes and letters. Maintain the correspondence file of the Club for one year. Assume all duties of the Recording Secretary in her absence. Notify the Club Board members of the date, place and time of Board meetings. Maintain a current list of honorary and associate members
- **Membership:** Enroll members and collect dues. Maintain membership file. Publish and distribute membership directory. Provide new member information to the Newsletter Chair.
- **Reservations:** Reservations (chair and committee) Establish a committee to take reservations for luncheons and other activities as needed. Be responsible for checking in members with reservations in coordination with the Treasurer at each activity. Be responsible for nametags and informing members of Reservation policy.
- **Special Events:** Coordinate with the 1st and 2nd VP to arrange the welcome coffee with Hospitality Chair and coordinate any other special activity.
- **Volunteer coordinator:** Volunteer Coordinator (chair and committee) Attend monthly Board meetings. Maintain a current record of club members and areas they are interested in volunteering. Be responsible for coordinating volunteers for the Bazaar. Maintain record of volunteer hours of club members. Coordinate with 2nd VP for volunteers needed for club functions.