



# Job Descriptions and Duties

## Purdue Women's Club

### **President**

- Shall be the official representative of the Club and preside over all official meetings of the Club and the Board, and direct all the affairs of the Club during term of office.
- Shall appoint a Financial Reviewer, one member to the Nominating Committee, and fill other committee chair positions to carry out the program of the Club as necessary and as approved by the Board.
- Shall ensure the development of the annual budget by the Treasurer and present it to the Board for approval.
- Shall ensure the financial review and obtain the report to present to the Board.
- Shall be responsible for maintaining a notebook of official Club information, updating as necessary, and passing this to the incoming President to ensure continuity and clarity of process.
- The President will keep a record of the significant Club happenings and events during term of office. The record will be donated to The Purdue Women's Club section of the Purdue University Library Archives.
- Following term of office, the President shall serve as Past President Advisor.

### **President-Elect**

- Shall be the President-Elect of the organization and, at the request of the President, or in the President's absence or disability, the President-Elect shall perform all the duties of the President. When so acting, the President-Elect shall have all of the powers of, and be subject to all the restrictions upon the President.
- Shall oversee the preparation of the annual membership Yearbook.
- Shall plan the annual program of Club events for term as President.
- Shall serve as advisor to the Nominating Committee.
- Shall invite individuals to appointed positions for term as President.

### **Vice President for Interest Groups**

- Shall act as the official liaison between the Board and the Interest Groups, direct the organization of new groups, organize the Interest Group Fair, and encourage the active involvement of Interest Group members in the general Club program.
- Shall coordinate with the Membership Secretary and the Interest Group Chairs to monitor payment of Club dues by Interest Group participants.
- Shall serve as advisor of the Nominating Committee.
- Shall ensure the presentation of an annual summary of Interest Group activities to be presented at the Annual Business Meeting.

### **Vice President for Newcomers**

- The Vice President for Newcomers shall act as the liaison between the Board and the Newcomers Group, and may appoint coordinators to assist with administration of program.
- Shall ensure the planning and executing of the Newcomers Program for the year.
- Shall encourage the involvement of Newcomers in the general Club program.
- Shall serve as an advisor to the Nominating Committee.
- Shall maintain the master file of Newcomers.

**Recording Secretary**

- Shall take minutes at Board meetings and the Annual Business Meeting, and distribute copies of those minutes to Board members and committee chairs before the next meeting.
- After approval, a corrected copy of the minutes shall be kept in the Recording Secretary's binder and one copy shall be provided for the President's notebook.

**Corresponding Secretary**

- Shall be responsible for posting all general mailings of the Club.
- Shall be responsible for any other Club correspondence requested by the President as approved by the Board.

**Membership Secretary**

- Shall maintain a master membership list for the Club.
- Shall coordinate with the Vice President for Interest Groups to monitor payment of The Purdue Women's Club dues by Interest Group participants.
- Shall provide membership information to the Board.
- Shall provide mailing lists for the bulk mailings of the Yearbook and Newsletter.

**Treasurer**

- Shall receive and deposit in the appropriate account monies due the general Club, disperse all monies to cover expenses incurred by the general Club, keep an accurate and current record of those monies received and dispersed on behalf of the general Club. Treasurer shall provide financial information needed for budgetary preparation purposes.
- Shall prepare the record books for and participate in an annual financial review conducted by an outside financial reviewer appointed by the President. The financial review report will be presented to the Board and included in the Treasurer's book and in the President's Procedure Manual.

**Chicago Bus Trips**

Responsible for planning and publicizing the bus trips to Chicago.

**Educational Excursions**

Responsible for planning and publicizing the Education Excursion bus trips (Fall and Spring).

**Email Secretary**

Responsible for maintaining a database of email addresses of our members and contacting them by email, as requested by the President.

**Friendship Secretary**

Responsible for communicating with our members who are in need of special consideration due to their life events.

**Let's Do Lunch**

Responsible for planning, arranging and publicizing the Let's Do Lunch events throughout the year.

**Luncheon Table Coordinator**

Responsible for the receiving of reservations and the assignment of tables for the Fall and Spring luncheons.

**Newsletter Editor**

Responsible for accumulating and verifying information, editing and writing articles, design, layout and transmission to printer and web administrator.

**Nominating Committee**

Responsible for submitting and recommending to the Board the names of persons with appropriate skills and reputation to serve as officers of the Club.

**Publicity**

Responsible for publicizing all club programs and major events.

**Social Media Administrator**

Responsible for maintaining the PWC Facebook page.

**Web Administrator**

Responsible for overseeing the PWC website by creating and updating information on the website as required.