

Ancillary Agreement to the Londonderry Women's Club Bylaws

Duties and Responsibilities of Executive Board and Committee Chairwomen

Role	President
<i>Objective</i>	<i>This Executive Board position is the lead of the LWC organization, entrusted with the direction and administration of its policies and accountable for all Scholarship responsibilities.</i>
Duties and Responsibilities	<p>General</p> <ul style="list-style-type: none"> ● Be prepared to preside over all Business Meetings or prepare the VP to substitute. ● Comply with all duties of the President and Executive Board as noted in the Bylaws. ● Comply with Club Dissolution Bylaw in Article III, Section 2 ● Call special meetings when necessary. ● Oversee meeting cancellations and postponements. ● Submit an article for the LWC Quarterly ● Manage Board member resignations per Bylaws. ● Responsible for naming a delegate to care for her responsibilities, if unable <p>Scholarships:</p> <ul style="list-style-type: none"> ● Accountable for all Scholarship activities ● Appoint a new High School Scholarship Committee member each year with an experienced member. ● Appoint a new Adult Female Scholarship Committee member each year with an experienced member. ● Ensure that application forms are up to date. ● Ensure invitations are sent to HS School scholarship recipients by the Secretary. <p>Nominating Committee:</p> <ul style="list-style-type: none"> ● Appoint a Nominating Committee to secure board positions for the next Calendar Year by the January Board Meeting of the current year. ● The Vice-President will manage the nomination process as the incoming President. ● Ensure a smooth transition of Board positions as stated in the Bylaws (Article VII)
Skillset	<p>Ability to lead or guide other individuals, teams, or entire organizations.</p> <p>Ability to command order and organization during business meetings.</p> <p>Ability to facilitate an inclusive and productive discussion.</p> <p>Ability to manage scholarship committees (delegation and team management)</p>
Prerequisite	<p>Must have been a Club Member for at least two years.</p> <p>Must have served as Vice President</p>
Timing of Key Events	<p>May through the end of July - Scholarship Committees</p> <p>Spring - Nominating Committee Report</p> <p>May - Train/transition incoming President</p>
Extended Committees	<p>Yes: Scholarship Committees</p>

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Role	Vice President
<i>Objective</i>	<i>This Executive Board position serves as a deputy to the president and oversees all activities supporting the Club's Bylaws and Board positions.</i>
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> • Assume and supersedes President's duties when necessary. • Attend all Board Meetings; however, if unable, submit information to another Board Member to report • Comply with all duties of the Executive Board as noted in the Bylaws. • Comply with Club Dissolution Bylaw in Article III, Section 2 • Submit an article for the LWC Quarterly • Responsible for naming a delegate to care for her responsibilities, if unable <p>Women of the Month:</p> <ul style="list-style-type: none"> • The Club awards a woman who has been involved in Club events to a higher degree than average. (September - April) • The VP should ask for nominees from all members. • Typically, the award is valued at \$25 and can be a certificate or gift of the same value. • Award is presented by the VP during a general meeting and promoted in the LWC Quarterly. <p>Bylaws Committee:</p> <ul style="list-style-type: none"> • Form and chair a committee in January, • Submit amended Bylaws to the membership for a 20-day review after which a vote for approval is needed. • Submit approved amended Bylaws for documentation on the website.
Skillset	Ability to manage Bylaws and Nominating Committee (delegation and team management)
Prerequisite	Must have attended a majority of Board Meetings the previous year.
Timing of Key Events	Spring - Bylaws Committee Report May - Train/transition incoming Vice President
Extended Committees	Yes: Bylaws and Nominating Committee

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Role	Secretary
<i>Objective</i>	<i>This Executive Board position oversees the business records, correspondence, minutes of meetings, and related affairs of the LWC.</i>
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> ● Records the minutes at all Business Meetings or has a capable Member do this task. ● Emails the minutes to reporting Board Members for review. ● Emails the amended minutes to all Members. ● Keep a record of all approved motions related to Club business and store it in a separate file in LWC Google Drive ● Comply with all duties of the Executive Board as noted in the Bylaws. ● Comply with Club Dissolution Bylaw in Article III, Section 2 ● Coordinates the location and host for each Business Meeting ● Maintains legal documents not related to financials. ● Writes letters as determined by Executive Board ● Sends HS S scholarship recipients’ invitations to August Business Meeting for checks. ● Naming a delegate to care for her responsibilities, if unable ● Cast an elective ballot for Board nominees where the position has only one. <p>Sunshine:</p> <ul style="list-style-type: none"> ● Send cards, and flowers and organize meals as appropriate. ● Orders library books in honor of new babies born to current club members. <p>LWC Quarterly:</p> <ul style="list-style-type: none"> ● Oversees the handling of the LWC Quarterly ● Appoints a member to collate articles from the Board and Club information to create a newsletter four times a year and distribute it to all members via email.
Skillset	Must have email; Microsoft Office . Delegation and team management.
Prerequisite	Computer skills Organizational skills necessary
Timing of Key Events	LWC Quarterly – March, June, September, and December May - Train/transition incoming Secretary
Extended Committees	LWC Quarterly is managed by an extended member.

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Role	Treasurer
<i>Objective</i>	This <i>Executive Board</i> position is the financial officer for the club and keeps the permanent financial reports. in charge of receipt, care, and disbursement of money.
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> ● Provide monthly financial reports at Business Meetings or find a delegate to report on her behalf. ● Comply with all duties of the Executive Board as noted in the Bylaws. ● Comply with Club Dissolution Bylaw in Article III, Section 2 ● Submit article for the LWC Quarterly when necessary. ● Manages the club’s banking by keeping an accurate account of credits and debits. ● Pays out funds as approved by the Board or the entire membership. ● Reimburses Board Members for club expenses upon submission of receipts. ● Makes deposits in the club’s banking account of money raised. ● Tracks membership dues ● File annual reports with the IRS and NH State Attorney General’s Office. ● File with the NH Secretary of State every five (5) years for Corporation renewal. ● Issue Scholarship checks. ● Meet annually with Edward Jones agent to manage the invested S scholarship fund monies. ● Assume President or VP duties if either is unable. ● Naming a delegate to care for her responsibilities, if unable ● Key-holder for the PO Box ● Monitor the PO Box so that the club can make future decisions regarding the need for this expense. <p>Club Donations:</p> <ul style="list-style-type: none"> ● Check electronically submitted Donation Request Forms for approval. ● Present correctly submitted forms at Business Meetings for approval by the Board followed by a vote of approval by the Membership. ● Determine the number and amount of HS S scholarships to suggest to the President and HS Scholarship Committee
Skillset	Financial background a plus Basic math skills and comfort dealing with money. Well organized and attention to detail Computer skills with Excel spreadsheets or other accounting software. Banking skills such as online banking, venom, and credit card transactions using Square. Delegation and team management
Prerequisite	Must have been a Club Member for at least one year.
Timing of Key Events	Before October - File State of NH annual report and federal IRS report December – Determine number and amount of HS S scholarship with President and Committee May - Train/transition incoming Treasurer
Extended Committees	Donation form review and presentation at Business Meetings

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Duties and Responsibilities of Executive Board and Committee Chairwomen

Role	Ways & means
<i>Objective</i>	<i>This Board role is accountable for organizing methods and resources for raising the necessary revenues for the expenses of the club.</i>
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> • Comply with Board Members’ Article VII of the Bylaws • Call committee meetings when necessary. • Attend all Business Meetings; however, if unable, submit information to another Board Member to report • Prepare expense report. • Submit an article for the LWC Quarterly • Responsible for naming a delegate to care for her responsibilities, if unable <p>Fundraising:</p> <ul style="list-style-type: none"> • Develop fundraising plans for operating expenses. • Coordinate and execute all fundraising projects. • Collaborate with the Treasurer on fundraising reports and funds. • Collaborate with Publicity to generate awareness of events.
Skillset	<p>Ability to manage a committee to execute annual events. (delegation and team management)</p> <p>Organizational skills and Project Management</p> <p>Budgeting skills are a plus.</p>
Prerequisite	1-year Club Membership a plus, but not required
Timing of Key Events	<p>June - Schedule Fall Fundraiser</p> <p>October - Bake Sale (if necessary)</p> <p>November - Fall Fundraiser (typically Comedy Night) which could be a Spring fundraiser if necessary.</p> <p>January – Schedule Bake Sale for example, if plan to coordinate at a local (if preferred)</p> <p>May - Train/transition incoming Ways and Means Chair</p> <p>June - Prepare expense report.</p>
Extended Committees	Event execution committees as needed.

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Role	Publicity
<i>Objective</i>	<i>This Board role is accountable for providing notice or attention to the club by the media.</i>
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> ● Comply with Board Members’ Article VII of the Bylaws ● Form and manage a Publicity and Social Media subcommittee, calling committee meetings when necessary. ● Attend all Board Meetings; however, if unable, submit information to another Board Member to report ● Prepare expense report if applicable. ● Submit an article for LWC Quarterly when necessary. ● Promote all Club activities, notices to press and other media (for example, events must be submitted to the Londonderry Times, Derry News, and Union Leader, etc., and should check LWC submissions are run) ● Publicize Continuing Education Scholarship. ● Maintain and update Club Website, Facebook, and other social media. ● Manage admins for the Facebook page, which is typically comprised of multiple members. ● Manage the LWC Website (maintenance, updates, photo management, etc.) ● Record all Club facts, and scrapbook (physical or digital), post/provide event photos as needed. ● Accountable for social media activities, e.g., Facebook, LinkedIn, Instagram, etc. Posting on social media applications and responding to inbound messaging. ● Responsible for naming a delegate to care for her responsibilities, if unable.
Skillset	Writing, communications, marketing, delegation and team management, website management and social media expertise a plus
Prerequisite	None
Timing of Key Events	<p>May - Train/transition incoming board member June - Prepare expense report if needed. July - September - Publicize Continuing Education Scholarship. September-May – Submit an article on LWC program to local newspapers.</p>
Extended Committees	Leverage a Technical Expert for social media and Website activities.

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Duties and Responsibilities of Executive Board and Committee Chairwomen

Role	Programs
<i>Objective</i>	<i>This Board position is accountable for securing and retaining club membership and coordinating member events.</i>
Duties and Responsibilities	<p>General</p> <ul style="list-style-type: none"> ● Comply with Board Members’ Article VII of the Bylaws ● Attend all Board Meetings; however, if unable, submit information to another Board Member to report ● Prepare expense report (EOY) ● Submit an article for the LWC Quarterly <p>Programs</p> <ul style="list-style-type: none"> ● Form a committee to plan and organize programs for monthly General Meetings including the Annual Banquet (if needed) ● Ensure events are geared toward member retention and gaining new members. ● Present a suggested monthly Program Calendar for the year at the August Business Meeting ● Consolidate the monthly General Meetings, monthly Business Meetings, Community Outreach, Ways and Means, and Book Group into a complete Season Schedule for posting and distribution. ● Coordinate to ensure monthly program awareness and signups are sent out. ● Track RSVPs for all General Meetings ● Form a committee to do setup and cleanup (as required) ● Coordinate snacks/drinks for meetings (as required) ● Maintain an inventory of reusable items such as decorations, non-perishable items, banners , and tablecloths. ● Responsible for naming a delegate to care for her responsibilities, if unable.
Skillset	Ability to manage a committee; organizational skills; planning, delegation and team management 1-year Membership a plus, but not required
Prerequisite	Access to email
Timing of Key Events	August- Propose monthly programs for the calendar. September - Finalize and distribute Season Schedule Calendar May - Organize Annual Banquet May - Train/transition incoming Programs/Membership Chair June - Prepare expense report
Extended Committees	Programs Committee Setup/Cleanup committee

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Role	Membership
<i>Objective</i>	<i>This Board position is accountable for securing and retaining club membership and coordinating member events.</i>
Duties and Responsibilities	<p>General</p> <ul style="list-style-type: none"> ● Comply with Board Members' Article VII of the Bylaws ● Attend all Board Meetings; however, if unable, submit information to another Board Member to report ● Prepare expense report (EOY) ● Submit article for the LWC Quarterly <p>Membership</p> <ul style="list-style-type: none"> ● Introduce and welcome new members (mentor a new member if needed) ● Introduce all guests at Business and General Meetings ● Form and manage a Membership subcommittee, calling committee meetings when necessary ● Compile Membership Forms and follow up for potential membership. ● Oversee maintenance and distribution of Membership List (electronically) ● Take attendance and provide nametags at meetings (if necessary) ● Order engraved name badges for new members (as requested) ● Email the Board with new member contact information to ensure they are included in club communications. ● Update club email address book. ● Monitor the Facebook group for new member requests. ● Responsible to name a delegate to care for any responsibilities, if unable. ● Key-holder for the PO Box ● Monitor the PO Box so that the club can make future decisions regarding the need for this expense. <ul style="list-style-type: none"> ● Maintain contact information on membership list, and social tools like Google mail and text capabilities
Skillset	Ability to manage a committee; organizational skills; planning , delegation, team management 1-year Membership a plus, but not required
Prerequisite	Access to email
Timing of Key Events	May - Train/transition incoming Membership Chair June - Prepare expense report

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Duties and Responsibilities of Executive Board and Committee Chairwomen

Role	Community Outreach
<i>Objective</i>	<i>This Board role is accountable for providing services to local populations who might not otherwise have access to those services; offering support that positively impacts community members.</i>
Duties and Responsibilities	<p>General:</p> <ul style="list-style-type: none"> ● Call committee meetings when necessary. ● Comply with Board Members’ Article VII of the Bylaws ● Attend all Board Meetings; however, if unable, submit information to another Board Member to report ● Submit an article for the LWC Quarterly ● Responsible for naming a delegate to care for her responsibilities, if unable <p>Outreach Programs</p> <ul style="list-style-type: none"> ● Advocate for programs and assist with getting volunteers to support programs. ● Programs have included: Delivering meals for the local Soup Kitchen, ensuring snacks for grammar schools, and crafting with local nursing homes, chemo caps, Pumpkin Painting, Kindergarten fingerprinting. <p>Community Project</p> <ul style="list-style-type: none"> ● The goal of this project might be to organize an event that will generate funds to be dispersed by local organization(s) depending on the needs of the town. ● An example of this project has historically been a Toy Consignment sale.
Skillset	Familiarity with the local community Ability to manage and oversee activities. Ability to manage a committee and gain volunteers for community events (delegation and team management)
Prerequisite	None
Timing of Key Events	October – Pumpkin Painting with LPD (if applicable) December – Caroling at a local assisted living facility (if applicable) March-May - Community Project May - Train/transition incoming Community Outreach Chair June - Prepare expense report
Extended Committees	Yes, this role is best served with ongoing participation from Club Members