

FOREST CREEK WOMAN'S CLUB
BOARD MEMBER JOB DESCRIPTION

MEMBERSHIP ACTIVITY COORDINATOR:

(ACTIVITY GROUPS)

1. She shall have the **option** to attend board meetings or give the information to the Vice President of her team to report.
2. She shall be responsible for coordinating all activity interest groups at the beginning of the Club year and continue monitoring them throughout the year.
NOTE: It is recommended that she set up an organizational meeting in the summer to prepare for the Club year.
3. She shall contact all current activity group chairpersons to determine if they plan to keep their position for the next year. If new chairpersons are needed, she is responsible for securing them.
4. She shall be responsible for the activity group presentation at the first general meeting in September.
5. She shall provide each activity chairperson a list of members who have signed up to participate in their activity as either a member or a sub. The technology team via the database will provide this list.
6. She shall be responsible for reviewing the lists of participants in all activity groups established in the current year and verifying that all are members in good standing of FCWC.
7. She shall monitor the activity group on-line sign-up lists monthly and notify activity group chairpersons of new members in their groups.
8. She shall attend any function that is welcoming any new or potential new member.
9. She shall operate within the board-approved budget. She shall obtain board approval for any additional monies needed.
10. She shall have an email address and be able to correspond via email.
11. She shall have basic computer skills, and be able to navigate the FCWC website and obtain information and print from the FCWC website as well.