

Women's Canadian Club Board Committee Descriptions

YOU are needed on the Women's Canadian Club Board of Directors! If you'd like to meet new people, learn new things and have fun, this is the volunteer activity for you. Pardon the intended bias – but we are a great group with which to work, and we do need your help. We understand that your free time is valuable and limited, so please be assured that we will try very hard not to take advantage of your helping nature. You will find below brief descriptions of the duties of **Committee Members** on the Board. Please note that the times listed are estimations only.

The maximum time one can sit on the Board is 10 years (*this is currently being reviewed and will be brought to the membership in September 2017 as part of the proposed changes to WCC's Bylaws*). If you can give us only a couple of years, that time would greatly help us out. Volunteering with an organized group is one reason why Canada ranks number 5 in the world in happiness, so join us and BE HAPPY – be creative, be challenged and be one of us!* Should you be interested in sharing some of your time by joining the Board and serving on any of the committees outlined, please contact Past President Michelle Barnes-Colpitts at 519-471-5038 or email fwscol38@gmail.com.

If you'd rather not participate in helping to shape the Club at the Board level, we welcome **Volunteers** on all our committees except Archives, Audit, Constitution and Finance. Volunteers are not required to attend Board meetings and will serve a term of one year, which may be renewed annually. Should this type of position be of more interest to you, please let Michelle know that you would be willing to volunteer.

The Board meetings are held three times per year (October, January and June) on a Monday in the a.m. at various locations. Time required – 3.5 hours/meeting.

Committee meetings, when necessary, are held mostly at the homes of the committee chairs. The number and length of time of committee meetings vary depending on the committee. The number of hours required on an annual basis included with the description is an estimate only.

Archives:

Interacts with Western University Library to maintain WCC's archival files.

Number required on Committee – 1

Status: Currently serving – 1

Time required – 4-5 hours/year

Audit:

Meets with the Auditor or accounting firm annually in the autumn to review the Treasurer's Financial Report. Ensures that the Auditor approves of the financial record-keeping of the Treasurer and that necessary controls are in place for correct reporting of Club finances. Reports to the Board of Directors at the October board meeting. Available for any additional responsibilities related to the Club's financial reports. Attends the May meeting of the Finance Committee.

Number required Committee – 1

Status: Open

Time required – 15 hours/year

Bookkeeping/Accounting experience is required

Community Service:

Supports charitable causes as designated by the Board by ensuring that items collected (currently, pop tabs, food coupons, donations of food or money to the Food Bank) are received and delivered to the respective charities.

Number required – 5

Status: Currently serving - 4

Time required – 5-8 hours/year

Corporate Sponsors Liaison:

Liaises with current corporate sponsors and ensures that donations are given to the President for distribution at all meetings.

Investigates possibilities of additional corporate sponsors and brings suggestions to the Board.

Number required – 1

Status: Currently serving – 1

Time required – 5-8 hours/year

Membership:

Sells memberships at the Spring Luncheon and at the door during general meetings.

Number required – 10

Status: Currently serving – 6

Time required – 9-10 hours/year

Computer experience is helpful

Publicity:

Prepares brochures, flyers, wallet cards, print media and aids in development of information contained on social media.

Number required – 10

Status: Currently serving – 6

Time required – 8-10 hours/year (mostly over the summer)

Marketing experience would be helpful.

Registrar:

Receives Spring Luncheon registrations at and before March meeting (also up to the return date) and creates a sub-committee with Social Convenor to facilitate the assignment of tables and issuing/ mailing of tickets. Enters data into a database and creates reports for the Social Convenor. Is available at the Spring Luncheon to assist with member concerns. Presents a summary report at the June Board meeting. Sits on Technology and Finance committees.

Number required – 1

Status: Currently serving - 1

Time required – 24-36 hours (in late March & early April)

Computer experience is helpful.

Secretary:

Takes Minutes at Board meetings (4/year including AGM) and shares with the Board, maintains a contact list (paper and electronic) of all Board members and volunteers, shares all required listings with Board members.

Number required – 1

Status: Currently serving – 1

Time required – 15-20 hours/year

Social:

Arranges receptions for guest speaker, Board members and invited guests following each general meeting. Organizes membership receptions following the Oct., Dec. and Feb. general meetings. Distributes information at the Spring Luncheon.

Number required – 12

Status: Currently serving – 7

Time required – 10-12 hours (2 hrs./members' receptions 3 times/year; balance of time required at guest speaker receptions and/or Spring Luncheon)

Speakers:

Receives suggestions from membership and helps assesses viability (financial and travel costs) of potential speakers. Reviews what subject areas were most recently covered and researches speakers re suitability as per WCC guidelines. Identifies primary and secondary potential speakers, decides on whom to approach and in what order and contacts potential speakers.

Number required – 10

Status: Currently serving – 8

Time required – 15-20 hours/year (meetings held summer - Feb.)

Computer experience necessary.

Treasurer:

Verifies and deposits all income, pays all invoices, shares signing authority on bank account along with President & Executive Vice-President, records all financial transactions including deposits, payments and interest. If record keeping is done by a contract person, the Treasurer oversees that position. Organizes and chairs May Finance meeting. Presents Financial Recommendations to the Board at June Board meeting. Prepares financial statements for Board meetings and annually submits all record keeping information to accounting firm for preparation of tax return and year-end statements.

Number required – 1

Status: Currently service – 1

Time Required 40 – 60 hours/year

Accounting/record keeping experience necessary.

Trips:

Selects fall and spring trips and submits proposed trips to the Board for approval. Plans and implements all arrangements with selected travel company. Arranges for trip flyers, when required.

Number required – 1

Status: Currently serving – 1

Time required – 4-6 hours/year

Technology:

Liaises with our technology service provider between the provider and Board committees that use software specific to membership data and website. This includes cost of software and service support as well as application functionality. Responsible for first level support to the WCC members who use the technology. Also responsible design requirements, service provider oversight on any new development and integration of these specific technology. Provides technology budget requirements to the Finance Committee and accountable for managing spending of approved budget.

Number required – 2

Status: Currently serving - 1

Time required – 40+ hours/year

Must understand database issues and preferably have extensive computer background

Website:

Maintains content of WCC website. Liaises with other WCC Committee members who need content updated or added to the website. Keeps user manual updated and consults with Technology committee chair on website issues.

Number required – 2

Status: Currently serving – 1

Time required – 12-20 hours/year

Website content management and computer experienced needed. A working knowledge of HTML coding would be helpful.

Welcome:

Greets, welcomes and verifies membership at each general meeting and also at the Spring Luncheon.

Number required – 12

Status: Currently serving – 6

Time required – 8-9 hours/year

Youth Focus:

Compiles a list of youth speakers for general meetings, contacts potential speakers and obtains a brief biography of each speaker which is submitted to website chair along with parental permission slips. Greets and introduces speakers at selected general meetings.

Number required – 10

Status: Currently serving – 5

Time required – 7-9 hours/year.

Teaching experiences is an asset.

*2015 World Happiness Report, April 2015