

Women's Canadian Club London Committee/Officer Descriptions

YOU are needed as a **volunteer** on the Women's Canadian Club London Board of Directors or on Non- Board committees! If you'd like to join a great group, meet new people, learn new things, contribute to your community, and have fun, this is the volunteer activity for you.

In 2026-2027, there is an URGENT need for an officer, specifically Secretary, and for members on the Social/Welcome committee, Membership, and Silent Auction committees.

Below, you will find brief descriptions of the duties of **Committee Members** on Board committees. Please note that the times listed are estimations only.

If you'd rather not participate in the operations of the Club at the Board level, we welcome **Non- Board volunteers** on many of the committees. * These volunteers do not attend Board meetings but are asked to assist on the day of each event. *Non- Board volunteers are welcome on the starred committees.

The Board meetings are held three times per year (October, January (Zoom) and June) on a Monday at various locations.

Time required: 3.5 hours/meeting.

Committee meetings, when necessary, are held virtually, or 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.

** Should you be interested in volunteering some of your time by joining the Board and/or serving on any of the committees outlined, please **contact Immediate Past President Sharon Miller at 519 870-0544 or by email wclondon.pastpresident@gmail.com**

Board Committees:

Archives:

Interacts with Western University Library to maintain WCC London archival files.

Number required on Committee – 1

Status: Currently serving – 1

Time required: 4 to 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 meetings of the Finance Committee.

Number required – 1

Status: Currently Serving – 1

Time required: 15 hours/year

Bookkeeping/Accounting experience is required.

***Community Service:**

Builds relationships with other community organizations. Supports charitable causes as designated by the Board by ensuring that items collected (currently TVCC aluminum tabs program; London Food Bank donations of food or funds; My Sisters' Place, donations of gift cards, funds and goods; Byron Legion Poppy Fund; (\$100) are received and delivered to the respective charities.

Number required – 4

Status: Currently serving – 3

Time required: 8-10+ hours/year; ongoing

Effective communication skills are necessary.

Constitution and Responsibilities:

Reviews the Constitution and Bylaws every three years or at any time as determined by the Board of Directors.

Number required – 5-6

Status: Currently serving – 6

Time required: 4-6 hours/year

Knowledge of policy writing is an asset.

Membership:

Sells memberships and single tickets at the Spring Luncheon and at each monthly event.

Number required – 6

Status: Currently serving – 3

Time required: 8-10hours/year; ongoing

Technical and good communication skills are helpful; technical training on credit/ debit card, e-transfer payments will be provided.

***Photography:**

Takes photos of the Guest speaker, Youth speaker and members at each event.

Number required – 1

Status: Currently serving –1

Time required: 10-12 hours /year; ongoing

** Photography skills are helpful.

Publicity:

Publicizes the club's program through the media (community magazines, TV, radio, online), by placing flyers throughout the city and surrounding communities, and by giving out Publicity Cards at special volunteer fairs.

Number required – 6

Status: Currently serving – 6

Time required: 10+ hours; ongoing

Marketing and good communication skills are helpful.

Secretary:

Is responsible for the timely recording and distribution of the minutes and reports of all Board meetings, the annual General meeting, and other meetings as required. Maintains and circulates to Board Directors the annual Committees list and Board Directory at the June Board meeting.

Number required – 1

Status: Position Open

Time required: 20+ hours; ongoing

Computer skills are necessary.

***Silent Auction:**

Raises much-needed funds for WCC London's operating budget. Works with the Chair in the coordination and acquisition of donations. Volunteers at the Silent Auction tables.

Number required – 6

Status: Currently serving – 4

Time required: 12 hours

Effective communication skills are helpful.

***Social/Welcome**

Helps coordinate the April Past Presidents' reception, and menu for the Spring Luncheon with hotel staff. Your welcome smile is needed to greet members and guests at the ballroom doors at each monthly event. You will check membership cards, collect single tickets, guest passes and answer questions at the Welcome table. You will also help organize New Member lunches.

Number required – 6

Status: Currently serving – 4

Time required: 10-12 hours

Effective, positive communication skills are essential.

Speakers:

Obtains speakers for the following program year, with input from members. Communicates with potential speakers about presenting at events. Option to introduce a speaker at one of the events and attend lunch with the speaker.

Number required – 8

Status: Currently serving – 6

Time required: 15 to 20 hours/year (meetings held summer - Feb.); ongoing

Knowledge of current issues, speakers who are experts in their field, and an interest in promoting the club through our speakers is helpful.

Sponsorship:

Seeks support for the WCC London through the acquisition of business and organization sponsors. Sponsors may be annual or event specific. Committee members may approach new potential sponsors to recruit new sponsors, and may work with other Directors and non-voting members in this initiative.

Number required – 8

Status- Currently serving – 6

Time required: TBD

Excellent oral and written communication skills are essential.

Spring Luncheon Registrars:

Receives spring luncheon registrations at the February and March program events and through the mail. Enters the registration data into a database. Creates reports from the database to give to the caterer, and treasurer. Creates a committee to mail the tickets.

Number required – 3

Status- Currently serving – 3

Time required: 30+ hours each, February to April

Computer knowledge is essential.

Technology/Online Media:

The scope of responsibility for technology/online media includes the website (not content), Social Media Sites (not content), Zoom and other online media WCCCL may use. Ensures technology/online media used by WCC London works as required (e.g. Zoom and Power Point presentations at monthly events) within the available functionality. Liaises with other WCCCL committee chairs who need content updated or added to the website.

Number required – 3

Status- Currently serving – 3

Time required: 20+ hours

Computer and website content management experience are essential. Must understand databases or be willing to learn.

Treasurer:

Works collaboratively with the President and officers to support the Board in achieving its fiduciary responsibilities. Keeps financial records and presents financial statements to the Board. Prepares an annual budget with the Finance committee and presents it at the June Board meeting.

Number required – 1 (1 more to be mentored)

Status- Currently serving – 1

Time Required: 40 – 60 hours/year

Accounting/record keeping experience necessary.

***Youth Focus:**

Compiles a list of youth speakers for 5 program events. Arranges for Emerging Leaders and Kiwanis Festival recipients to present, and receive their awards. Contacts potential speakers and obtains a brief biography of each speaker.

Greets and introduces speakers. Accompanies the speaker and family to receptions.

Number required – 6

Status: Currently serving – 3

Time required: 12+hours/year; ongoing

Effective communication skills are necessary.