

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: President

(May be a shared position)

Executive Board Position

DESCRIPTION:

- Preside over all meetings of the members and the Executive and Governing boards.
- With the assistance of the Executive Board, appoint committee Chairpersons.
- Serve as Ex-officio member of all committees.
- Call for emergency meetings of the board when deemed necessary.
- Prepare the board meeting agenda.
- Write the monthly Charbonneau Villager article or assign to another member. Communications Chair may write or assist.
- Attend monthly board and general membership meetings, If unable to attend another executive board member may preside.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and/or provide required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new President for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Immediate Past President

Executive Board Position

DESCRIPTION:

For a 1 year term immediately following Presidency

- Serve as Advisor to the President.
- May attend board meetings as a full member.
- Serve as Chairman of the Nominating Committee.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: 1st Vice President / Programs

(team of 2 or 3, one serves as team leader)

Executive Board Position

DESCRIPTION:

- Work with 2nd VP and decorations chair to assure coordination and support for meeting content, number of tables required, floor plans, and special arrangements or needs.
- Arrange for monthly speakers. Develop program plan and schedule as many speakers as possible by the end of July so the program listing can be included in the CWA brochure distributed at the August CCC Newcomers event. Speakers are needed for September, October, November, January, February, March and April.
- Once the speaker has agreed, send a confirmation form (sample attached) modified to reflect the arrangements made with each speaker. Important items to address are
 - AV equipment and staging needs (projector, hands free microphone, big screen TV, pull down screen, tables, pedestal, stage, etc.).
 - Guests accompanying speaker (for lunch and seating count)
 - Stipend or speaker fee
- There is no set amount for the speaker costs but speaker budget should be established before summer. Many speakers do so at little or no cost or may prefer to have a contribution made to a charity of their choice. Any questions or concerns should be reviewed with the CWA president/coordinator.
- Provide copy of confirmation form to
 - Treasurer for lunch count and speaker fee
 - President/Coordinator
- In consultation with the President/Coordinator, reserve a place for speaker and assistant at the Speaker table and invite appropriate other CWA members to join.
- Introduce speaker at luncheons. If the Program Team Member will be absent, arrange for President or fellow program team member to introduce.
- Coordinate room layout with Decorating Committee Chair, including special arrangements, display tables, etc.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: 2nd Vice President / Catering

Executive Board Position

DESCRIPTION:

The primary responsibility is to arrange for luncheons for the monthly CWA meetings, which includes:

- Work with 1st VP and decorations chair to assure coordination and support for meeting content, number of tables required, floor plans, and special arrangements or needs.
- Schedule caterer from the Charbonneau Country Club approved list (available at the office).
- Serve as primary contact with the caterer.
- Coordinate with Set-Up/Decorations Chair for table cloth and napkin colors to inform caterer 10 days prior to luncheon date. If the caterer chosen includes the service of providing table linens, request delivery by Friday afternoon prior to the luncheon. If possible, they should be delivered no later than 9:00 am on the day of the luncheon so they are available for the set-up crew. Generally, set-up begins no later than 9am the day of the luncheon.
- The Treasurer will notify the 2st VP, Decorations/Set-Up Chair and the President of the number of signed up luncheon guests by the Thursday afternoon prior to the luncheon date.
- The 2nd VP is to inform the caterer of the luncheon count on Thursday afternoon.
- Verify and submit catering bill to Treasurer for payment.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and/or provide required reports.

- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new Catering VP for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Secretary **Executive Board Position**

DESCRIPTION:

- In accordance with Roberts Rules of Order guidelines, keep the minutes of all board meetings, providing a draft to the President within one week of each meeting.
- Once reviewed, corrected as needed and returned to the secretary, minutes to be sent out to the full Board.
- Keep attendance record for board meetings.
- Forward all meeting minutes, templates, and forms used to Communications/Web Site Manager for records.
- If possible take minutes of subcommittee meetings (ie. Holiday Brunch Committee, Spring Fashion Show Committee).
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and or provide required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the secretary for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Treasurer

Executive Board Position

The Charbonneau Women's Association operates on a fiscal year beginning July 1 and ending June 30.

DESCRIPTION:

- By September of each year, the new treasurer and outgoing treasurer should meet with the bank to update the signatures on the bank account (the Annual Bank Account Signature Procedure is attached).
- Prepare a yearly budget with the president to present to the board for adoption at the September meeting.
- Maintain a prudent reserve in the treasury. On October 7, 2013, the board voted that, as a matter of policy, the treasurer would maintain a balance of \$4,000 as a reserve.
- Prepare a monthly budget statement to present at the monthly board meetings.
- Collect dues and maintain records of all receipts and distributions.
- Be custodian of all monies and deposit them in a bank designated by the board.
- Maintain a membership roster with a record of the dues paid.
- Provide a list of membership with contact information noting new members to the communications chair, membership committee, and the president monthly.
- Place monthly members list in the book in the coatroom for members to sign up and pay for luncheons. At the time of each luncheon, the book should be updated for the next month.
 - The monthly list should include a column with the names of all members in alpha order, a column to show paid and a column to notify of food allergies. The list should also include a section at the back for anyone not currently a member to sign up for the luncheon at an increased cost.

- Holds responsibility for reservations for the monthly luncheons.
 - Contact the 2nd Vice President Catering Chair, Decorations/Set-Up Chair and President on the Thursday prior to each luncheon with the number of guests who have paid. Don't forget to include the speakers and all non-paying guests. The 2nd VP will need to know any allergy or special meal requests for the caterer as well.
 - Provide a copy of the luncheon signup list to the President, membership for name tags, 2nd Vice President –Catering designating people requesting special meals because of allergy, etc.
- Holds responsibility for reservation payments and seating arrangements for special events (Table Reservation Directions and Table Reservation Form attached).
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Annual Audit to be performed by a committee selected by the board of directors. On request, the treasurer is to submit all financial records of the treasury for ~~yearly~~ annual audit.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties or present required reports.
- Prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new officer or chairman for the following year.

ANNUAL BANK ACCOUNT Signature Procedure.

DESCRIPTION:

This procedure provides for annual board approval of persons as signers on the bank account(s) for the Association.

PROCEDURE:

At the first meeting of the CWA board following July 1 of each year, the President shall place on the agenda Approval of Bank Account Signers. At this meeting a vote of the Board will be taken removing all previously approved signers and identifying those persons who will be granted approval for bank signatures for the current year.

A motion will be made naming the specific persons names and offices held who are to be removed and added as signers on the Association bank account(s). The Secretary of the Association shall document the motion, second, and outcome of the vote including the specific names and offices held by the persons removed and approved for signers.

An original copy of the minutes of this meeting, with the motion and vote included and signed by the CWA Secretary, shall be delivered to the bank by the Treasurer.

Following delivery of the copy of the minutes, each approved signer will go to the bank with identification to complete necessary paperwork.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Decorations Committee (Team of 2-3)

DESCRIPTION:

- Work closely with 1st Vice President/Programs and 2nd Vice President/Catering to assure coordination and support of meeting content, number of tables, floor plan, and any special arrangements or needs.
- Develop a theme for centerpieces and select a color palette for table linens for monthly luncheons. (September, October, November, January, February, March, April.) Ideas are drawn from the program topics, seasons, holidays or special dates. Supporting decorations may be needed.
- Arrange set-up date and time and coordinate with board and CCC staff. (Typically, this occurs no later than 9:00 the morning of the event, but can be arranged for the Friday before if space and time warrant it.)
- Procure linens from the caterer or from CCC inventory. Coordinate delivery for the Friday before the event. Use of paper napkins is acceptable.
- If CCC linens are used, CWA is responsible for laundering and returning them to their place.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and or provide required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new Decorations chair for the following year.

NOTES:

Use supplies in CWA storage closet if possible and amend with purchases as needed. If centerpieces are not returned to inventory they may be given away or sold. Storage space is limited – try to be prudent when planning décor.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Communications, Historian and Web Site Manager
Chair

DESCRIPTION:

- Maintain organization's website.
 - Use the website features to post updates to membership.
 - Utilize the web site to store Bylaws, Board of Director Duties, past minutes, CWA Brochures, New Resident materials, blank forms and documents to utilize, ie..Membership Registration forms. Speaker confirmation forms, etc.
- Maintain membership email database for notifications using MailChimp or comparable mail service. The Treasurer will provide a list of new members with contact information monthly.
- Compose and communicate monthly luncheon program to members using MailChimp or comparable mail service.
- Take photos of events to be posted on our web site.
- Assist President if needed with writing of the Charbonneau Villager article.
- When needed, create graphic designed materials to include:
 - flyer/poster publications to publicize upcoming programs/events.
 - materials for special events, such as raffle signs, event table menus, etc.
- Assist with organization design of publications, such as brochures and New Resident materials.
- For virtual events, help to organize Zoom meetings or webinar as needed by program content.
- Serve as Zoom Tech for virtual events to include board meetings and monthly luncheons. Record events, edit and prepare for posting to CWCharbonneau.com website.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.

- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and/or provide required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new Decorations chair for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Membership Committee (Team of 2)

DESCRIPTION:

The membership Committee has two primary responsibilities: Welcoming new Members and Name tags.

- Call each new member and welcome them, provide information about CWA and answer any questions. The Treasurer will provide new member information monthly.
- Print and assemble Name tags for all members. Make new member name tags as they join the organization.
- Attend Monthly CWA Meetings/Events
 - Welcome Members
 - Place name tags of those members attending on a table where they are greeted. A list of members that have registered and paid for the monthly meeting is provided by the Treasurer no later than the Friday prior to the meeting.
 - Pick up name tags after the meeting and store for the next meeting.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties and or provide required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new membership chair for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Wine Purchaser - Chair

DESCRIPTION:

- Purchase Wine for the CWA monthly luncheons adhering to the budget as set forth by the board of directors annually.
- Coordinate with the 2nd VP (Catering) as to who will be pouring the wine. Some caterer's require that they do this because of their OLCC license. We have certified OLCC servers that can be utilized if not.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties or present required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to the new officer or chairman for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION

Board of Directors Duties

TITLE: Sunshine - Chair

DESCRIPTION:

- Send cards to members once notified of someone being ill or loss of a loved one. It is not your sole responsibility to know who needs some sunshine.
 - Cards may be homemade, donated, or purchased from Dollar Tree to keep costs down.
- Forward all templates, and forms used to Communications/Web Site Manager for records.
- Coordinate with and assist fellow board members in planning and participate in activities during the year.
- Attend monthly board meetings. If unable to attend, notify the President and arrange for a substitute to perform duties or present required reports.
- In May, prior to new officers being installed, prepare a document with any expanded details of how you performed your duties and any helpful tips. At Officer Installation, provide along with the notebook or whatever you have and any properties for your task to sunshine chair for the following year.

CHARBONNEAU WOMEN'S ASSOCIATION BOARD POLICIES AND PROCEDURES

TITLE: Special Events Procedure

DESCRIPTION:

This procedure provides for Board involvement and approval of aspects of CWA Special Events including but not limited to the Christmas Brunch/Luncheon/Tea and the annual Fashion Show.

PROCEDURE:

In accordance with the Charbonneau Women's Association By-Laws, the CWA president should be treated as an ex-officio member of all committees that represent the Charbonneau Women's Association.

The event chairperson should present progress reports to the Board of directors at each board meeting leading up to the event.

The Committee:

Chairman to attend CWA board meetings once the committee has met to provide a report of the event and its progress. Continue to attend until the wrap up is complete.

Select the Theme if the board has not already done so.

Develop a flyer for the event, distribute to various locations around Charbonneau including the club house, pro-shop, and display box by the restaurant. Also include one in the front of the signup book in the coat room. Provide a copy to the CWA website manager for posting to our web site.

Provide the President with information for the Villager Article by the 5th of the month, two (2) months prior to the event.

As needed prepare other promotional flyers or materials for the event, for example: signup sheets or other documents needed prior to or on the day of the event.

Keep minutes of committee meetings.

Budget:

There is a budget for the event, but it is expected that all special events will be self-supporting.

The Chair and the Committee should prepare a budget for the event including anticipated expenses in categories including the cost of catering, decorations, entertainment, etc. and

revenue including anticipated registrations and raffle or other income expected. The budget should be presented to the Board no later than the Board meeting two (2) months prior to the special event.

Caterer:

- Any caterer being considered for the event must be on the Charbonneau Country Club's approved Caterer's List.
- The chairperson of any special event should seek and receive board approval prior to hiring a caterer. The caterer should be vetted as to their ability to provide top quality food, presentation, and service to a group as large as 185 persons. The following format must be addressed:
 - It would be best to avoid a buffet style set-up for this large group. However, if a buffet is presented, planners need to be sure that the buffet is up to a standard for a meal cost of \$25/\$35. This includes special attention to the appearance of the buffet table including multiple levels, chafing dishes and a menu that is of fairly high scale with an assurance that an adequate supply of food items will be provided.
 - Table settings need to include water glasses and coffee cups at each place setting with additional water pitchers and decanters on the table. Beverages, including water and coffee, should be served – no self-serve stations.
 - Desert should be plated and more than just cookies or finger foods.

Signup for Table Reservations:

- The Treasurer or designated person responsible for registration shall prepare a Table Registration Form (Sample attached) including the title and date of the event, the cost for CWA members and non-members, table reservation directions and due dates for payment.
- Suggest having a designated person at a table at luncheons two (2) months prior to the event to hand out forms and accept payment for a table if members chose to do so.
- Table reservation forms shall be placed in a book in the Charbonneau Country Club coat room a minimum of two (2) months prior to the special event. Suggest a flyer is placed in the front of the book for easy identification.
- There should be a maximum of 20 tables.

Directions for Reserving a Table:

- The person reserving the table will serve as the "Table Captain" and is responsible for completing the Registration Form, submitting the names of all persons at the table, and submitting the total monies for the entire table.

- Tables may be initially reserved with a deposit of \$200.00. The final cost of the table will be based on the number of CWA members and non-members seated at the table. Member cost is \$_____ and non-member cost is \$_____. The total amount owing on the table must be paid by __(Date)_____.
- Tables can only be reserved for a total of eight (8) persons due to space constraints.
- Persons unable to fill a table of eight (8) must withdraw their reservation. No refunds will be issued for no-shows at the reserved table. Substitutions and recalculation of amount owing based on membership will be permitted until __(Date and Time)_____.
- Completed forms and payment can be placed in the CWA box in the CCC coat room. For questions contact __(contact name, telephone , email)_____.

Seating and Treasurer Duties:

The Chair of the event should provide the Treasurer a schematic of the table layout by the month prior to the event in order that table assignments can be made.

The Treasurer will prepare a master list of all attendees including table assignments for those at reserved tables and a map of the tables with their assigned numbers to be available to the Chair of the event.

Check -in:

There needs to be a check in area for the attendees outside of the main room, possibly the Fireside Room, with a minimum of two (2) check -in persons with one line for A-M and N-Z.

There also needs to be two (2) to three (3) greeters who have table layout maps and lists of reserved table names and numbers to assist guests to reserved tables and open tables.

The table numbers need to be on the tables and very visible to any person entering the room. Tables which are not reserved shall have an OPEN sign rather than a number. The decorations need to take into consideration that table numbers and signs must be an integral part of the decorations.

Wrap-Up

- Prepare a document with any expanded details of what the committee did for the event and any helpful tips. Turn into President following your event in the notebook along with any properties you might have. This will assist those who follow you.
- Forward all templates, and forms used to Communications/Web Site Manager for records.