

## **UMWC Job Description**

### **Modern Literature Section Chairs/Co-chairs**

The chair will facilitate the process whereby section members will find opportunities to learn about and develop connections to the area of interest for the section. Also important is to support and facilitate activities that fulfill the UMWC purpose and goals.

Specific responsibilities will include but are not limited to:

- Provide a welcoming, encouraging, and inclusive environment to explore and review modern literature books.
- Ensure communications between section members and the Women's Club including notices of meetings and information from and to UMWC Board.
- Chair will provide information regarding changes of section activities for posting on the UMWC website and newsletter.
- Conduct annual planning of monthly meeting topics to be published in the UMWC Directory and ensure the information is delivered to appropriate person before Directory deadline.
- Ensure that all section leadership positions are filled.
- Represent the section at the UMWC Board meetings as necessary and provide reports as requested.
- Facilitate and coordinate a recruitment table at the Fall Welcome and Scholarship Luncheon in the fall. Sign new members and collect section dues.

#### **Article IX, Section 3 of the UMWC bylaws states:**

##### **The Chair or a Representative of each Section**

- Attends meetings of the Board of Directors to contribute ideas and provide feedback to her section.
- Reports changes in Section programs electronically to the Board's Recording Secretary, to the President for inclusion in the Newsletter, and to the Website Liaison for inclusion on the website.
- Provides the Corresponding Secretary with a list of current Section members on or about October 1<sup>st</sup> of each fiscal year.
- Informs the Corresponding Secretary periodically of those who have joined the Section over the course of the year or who have decided to discontinue as members of the Section.
- Reminds any member in arrears as of October 1<sup>st</sup> that continued participation in the Section requires that they pay their UMWC membership dues.
- Updates her job description at the end of her tenure as Chair.
- Provides a sign-up table for new and returning members at the fall Welcome and Scholarship Luncheon.
- Prepares an Annual Report and a Job Description at the end of her term.

##### **Section 4:**

Each Interest Section shall honor their regularly scheduled meeting time as printed in the Directory. Any section that wants to change its meeting time or arrange a special program must verify that their proposed meeting time does not conflict with any other section's meeting plans.