

UMWC Job Description

AROUND THE CAMPUS SECTION: Chair/Co-chairs, and Coordinator

Outline for some of the duties for chair/co-chair:

- Send via email a report prior to the Board meeting of any changes to upcoming meetings.
- Attend the Board Meetings or contact someone who is attending to report on any changes from the directory pages to upcoming programs. Report back any information from the Board meeting that affects section members.
- In the beginning of the month of each meeting or program, contact the assigned Coordinator to gather program details.
- Email program details to all Section members, or arrange with another person to do email, preferably at least two weeks prior to the program. This should include details which may not be in the directory, such as directions, lunch arrangements, etc.
- In October, arrange prior to the Scholarship Luncheon for section member(s) to be present at the recruitment table, to introduce information about the section and upcoming schedule of meetings, and sign up new and returning members at the section table.
- In March, meet with a committee or in a section meeting with members to plan programs for the next year. In the past members have voted for preferences via email if we have had more suggestions than the number of meetings allows.
- In April, circulate the list of programs for members to sign up as a coordinator or assistant for each program.
- In May, upcoming program info needs to be finalized for formatting into the directory page.
- A summary of the current year's programs is sent to the historian and may be presented at the Annual Meeting of the Club.

Outline for coordinator duties:

- Contact speaker or person giving tour, etc. to arrange, then confirm details of program, including location, room, speaker, time, etc.
- Set arrangements to be put into the email for the group: where, when, directions, other info as needed, etc.
- Report the number of expected attendees to the contact or speaker.
- Share the plans with the chair.
- A note of thanks should be sent to the presenter.
- The person who arranged the program makes a brief summary of the program and number of attendees for the annual report.

Article IX, Interest Sections of the UMWC bylaws states:

Section 1: Members in good standing may participate in UMWC Interest Sections. Guests are always welcome.

Section 2: Guidelines: Any group of members may organize a new section, with notification to the Board of Directors. An Interest Section may divide at its own discretion and may determine its own dues. There is no limit to how long an Interest Section Chair may serve although it is suggested that Sections rotate their leadership among their members.

Section 3: Chair or Representative of Each Section: The Section Chairs may attend Board Meetings, report changes in their programs, keep a roster of their members, provide a signup and display sheet at the Fall Welcome Luncheon.

Section 4: Each Interest Section shall honor their regularly scheduled meeting time as printed in the Directory. Any group that organizes a new section must verify that its scheduled meetings do not conflict with any other section's meeting time. Any section that wants to change its meeting time or arrange a special program must verify that this does not conflict with any other section's meeting plans or other scheduled Club events.

Reviewed by Liz Brady, Fran Holmsten, and Rolaine Wright, July 2023