

UMWC Job Description

Non-Fiction Section Chair/Co-chairs

- Attend board meetings or have a representative member of the section attend to share UMWC information with non-fiction book section members.
- Notify Board of changes to section meeting times/locations.
- Notify website liaison of date, time or location changes for Quick Updates.
- Email list of section members to correspondence secretary.
- Keep correspondence secretary informed of changes to section membership.
- Remind section members to be current with UMWC dues and section dues.
- Set up recruitment materials table and attend the Fall Welcome and Scholarship Luncheon event to promote the Section to new members.
- Communicate with section members with reminders of meetings and events.
- Preside over book club discussions.
- Set up section luncheon for May and conduct voting for next year's book selections.
- Submit a board report of section updates.
- Submit a year-end report to the President, Secretary and Historian before the UMWC Annual Meeting.
- Update the chairperson's job description and send to President and Secretary.
- Submit next year's information for directory publication.

UMWC Bylaws Article IX, Interest Sections 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:

Patricia (Patti) Cohen

July 12, 2023