

UMWC Job Description

Vagabonds 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 of travel. 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 watch documented travel of members.
- 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.

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: Barb Burleigh, Vagabonds, Co-chair. July 10, 2023