

## **UMWC Job Description**

### **Poetry Lovers Section Chairs/Co-chairs**

The chair/co-chairs 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 a variety of poems.
- Ensure communications between section members and the Women's Club including notices of meetings and information from and to UMWC Board.
- Chair/Co-chairs 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: INTEREST SECTIONS of the UMWC bylaws state:**

- 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.

Created by Elizabeth Weber, June 2023