

## **Job Description for Mystery Lovers Chair**

- Set up a display with sign-up sheet at the Fall Welcome event to promote the section to new and continuing members.
- Charge and collect section dues.
- Remind section members to be current with UMWC dues and section dues.
- Communicate with section members with reminders of meetings and events.
- Solicit book selections for the following season along with a member to facilitate the discussion for each book chosen.
- Preside over each meeting.
- Send list of meeting dates, book selections and facilitators to the Directory Editor.
- Proof read the directory page as it will appear to be sure all the information is correct.
- Attend Board meetings if you wish but it is not a requirement.
- Submit a year-end report to the President, Secretary and Historian before the UMWC Annual Meeting.
- May work with other Interest Sections on an event with a relevant topic.
- Contact local authors to come to speak with the group when appropriate.

### **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 by Carol Cantrell, 8/7/23