

UMWC Job Description
NATURE SECTION Chair/Co-chairs

It is primary role of the chair person/persons and their committee to provide interesting, educational opportunities about our relationship to our natural world for our membership.

1. The section chair should attend board meetings.
 - a. Report items of interest from your section to the board
 - b. Report pertinent board proceedings to the section meetings.
 - c. The Chair and planning committee prepare the section page for the directory as early as possible and forwards it to the Directory Editor.

SEPTEMBER

1. Plan for your section display at the Fall Welcome Meeting:
 - a. Table covering and printed section names are provided by UMWC.
 - b. Display section program and materials depicting section activities.
 - c. Prepare to have a sign-up sheet for prospective new members.
 - d. Work with Treasurer to collect Section dues for new and returning members.

DURING THE PROGRAM YEAR

1.
 - a. For each program set up for the new year, the program Coordinator invites the speaker, generally introduces the speaker and sends a thank you card after the meeting is over.
 - b. Treasurer or designee will ask Section members to sign in at program venue and will collect any required fees and unpaid section dues. Section members will be encouraged to wear their UMWC issued name tag to all gatherings. Temporary name tags should be provided for new members and guests.
2. Information and photos can be sent to the Newsletter Editor and the Website Manager to promote section activities.

MARCH

1. Appoint a nominating committee (usually 3 members), if necessary, to nominate Section officers. Make a strong effort to rotate jobs and include new members. Also set up the new program committee to start planning for next year's events.

APRIL

1. If there is a new chair, the past chair invites successor to the Annual Meeting in May and to the Joint Board Meeting in June. At June board meeting, if there is a new section chair, please give relevant section materials to the new section chair. As needed, meet to discuss the next year's program schedule.

MAY

1. Prepare Section Annual report.

- a. Number of paid section members as of May 1st.
- b. A brief summary of the year's programs.
- c. Submit a copy to the Historian.

2. Job Description

- a. Review and revise as needed with new date.
- b. Submit a copy to the President and the new Chair.

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 July 2023

Diane Schweizer

Linda Lorenz