

UMWC Job Description Out to Tea

Section Chair/Co-chairs

- Preside over the section's planning meeting in the spring.
- Compile and submit the next year's schedule for the UMWC directory in May.
- Represent the Out to Tea Section at UMWC Board meetings or arrange for a substitute.
- Arrange for member volunteers to prepare the Out to Tea Section's display and be present to take section dues at the October Welcome and Scholarship luncheon.
 - Arrange for a tabletop poster display (There is a trifold display board that was purchased and used in 2017).
 - Have sign-up sheets and pens available for names of women interested in joining the section, and collect dues if not yet paid.
 - Have an envelope for the dues collected.
- Notify membership and/or Records and Dues Officer of those who joined the section in the fall. • Submit a year-end report to the President, Secretary, and Historian before the UMWC Annual Meeting.
- Review the chairperson job description, revise as needed and submit to the President, Secretary, and your successor in May.

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 Mary Abuan and Kathi Treston, August 7, 2023