

	Officer Positions	Responsibilities	Oversight Touch point for
1	President	Preside over all meetings, represent the organization at events, ensure organization operates within Bylaws, internal policy, and federal & state requirements. Maintain critical records, serve as liaison with external agents.	Elected officers Philanthropy, Bylaw Committees Tax filing Insurance
2	VP Fundraising	Oversee ways & means process to investigate fundraising projects and community outreach plans. Responsible for making sure fund raising events are executed as planned & stay within budget, oversee all corporate solicitation activities, maintain records associated with fundraisers including corporate solicitation, sponsorship, auctions and donor lists.	Ways & Means Committee Fundraising Co-Chairs Corporate Solicitation Committee
3	VP Community Outreach	Oversee monthly charity activities and coordinate any related collection & distribution, oversee all community outreach activities, maintain records associated with outreach programs.	Monthly Charity collection Kindness Committee, Meals Event Chairs for programs like: Polar Express, Scholarship, Spelling Bee, Bike Rodeo, 3 rd & 4 th July, Book Exchange, etc.
4	VP Operations	Secure locations for all meetings, coordinate refreshments, outings and storage of organization's assets. Handle all public relations activities on behalf of Juniors.	Hostesses, Girls Night Out Public Relations Committee Event Co Chairs for PR needs
5	VP Member Services	Oversee recruitment, initiation of new members and services for existing members such as membership book, newsletter, website, installation and Holiday Party. Maintain current membership data and communicate changes to Secretary & Newsletter Coordinator.	Membership Committee Newsletter Coordinator Website Coordinator Chairs for: Holiday Party, President's Book, Installation Dinner, Gourmet Club
6	Secretary	Prepare minutes of general & Board meetings and maintain historical meeting minutes. Handle correspondence on behalf of the organization including weekly mail pick up & distribution. Inform members of all communications received.	Mail
7	Treasurer	Keep accurate financial records, provide monthly financial report to Board and general membership, serve as custodian of all club & charity money, collect and disburse funds. Prepare annual report at end of fiscal year.	Event Chairs as necessary.