

New Member Overview of Responsibilities Riverside Junior Woman's Charity and Club

A. GENERAL MEMBERSHIP INFORMATION

1. **First Year Member** - The first 12 months of active membership.
2. **Active Member** - Current member. Member in good standing is a member who attends at least five meetings per year, meets financial obligations, and participates as needed on major fundraiser committees.
3. **Associate Member** - A previously active member who served for at least five years. Their only obligation is to pay annual dues.
4. **Honorary Member** - A previously active member who served with distinguished service to Juniors for at least ten years. No obligations.

B. MEMBERSHIP EXPECTATIONS

1. An interested party must attend any two out of three consecutive meetings before joining as a first year member. Her joining date will begin the calendar year for her first year of membership.
2. During her first fiscal club year, a member does not have any obligation to the Club (this includes both monetary and work relating to the major fund raiser(s)) other than the annual membership dues but will be required to support those projects and events determined as club obligations that occurs in the fiscal year following the date she becomes a member.
3. A Club member who joins before the member Holiday Party in December must pay her membership dues by the Holiday Party and will be installed as a member at the Holiday Party installation. A Club member who joins after the Holiday Party must pay her membership dues by the end of the RJWC fiscal year (June 30) and will be installed at the Spring installation dinner/brunch (members joining at the June general membership meeting where that occurs after the Spring installation will be installed at the next December Holiday Party).
4. A Club member in her first calendar year of membership may not chair a standing, project, community service or event committee or a fundraising event or community service project but is obligated to work on the White Elephant Auction in the years in which that event is held. A Club member in her

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first calendar year may serve on a standing, project, community service or fundraising event committee but is not required to do so.

5. Active members must:

- a. Attend at least five regular meetings per fiscal year (September through June) to be a member in good standing.
- b. Co-host a regular meeting by providing snacks and/or drinks and assist with set-up and clean-up.
- c. Chair a committee or be a committee member for each major fundraiser.
- d. Participate as a committee member of at least one other Junior sponsored event.

Note - points c and d do not apply to first year members. First year members are asked not to chair a committee in their first 12 months of membership, but are welcome to participate on a committee if interested.

C. FUNDRAISERS - Usually two per year. The events are voted on by active members who are present during the General Meeting called the Ways and Means Meeting. Events vary from year to year but often include one or more of the following:

1. **Dinner/Dance** - Major fundraiser of the year. Usually a two ticket obligation applies for anyone who has been a member for at least one year as well as a committee volunteer obligation.
2. **White Elephant Auction** - Members donate items which are auctioned off to highest bidders. Usually a ladies' night out type event held locally.
3. **Kitchen Walk** - Select local kitchens are open to the public for a fee, every other year in fall. Usually a two ticket obligation applies for anyone who has been a member for a year or more and usually requires being a docent at a kitchen for a set period of time.

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4. Purchase of Fundraiser Item - Past sale items include Riverside themed decorative plates, holiday ornaments, and cookbooks. Number of items obligated to purchase determined by members at the Ways and Means Meeting, usually two.

D. COMMUNITY SERVICE

1. Charity of the Month - Chaired by the Vice President of Community Outreach. Monthly donations to various charities are chosen by and collected by the VP of Community Outreach.

2. Community Outreach - Members are welcome to sign up to provide meals for needy families in the community.

3. Annual Spelling Bee - Sponsor spelling contest in the spring for 5th grade students in Riverside schools. Winners receive a gift certificate and have their name engraved on a plaque maintained at the school.

4. Annual Scholarship - A \$1,500 college scholarship is awarded each year to a graduating female high school senior from Riverside or surrounding communities.

5. Annual July 3rd Concert in Guthrie Park - Sponsor band concert on July 3rd to kick off Fourth of July festivities.

6. Annual Fourth of July Slogan Contest - Local grade school students submit entries to name the 4th of July parade. The Board chooses the winner. Winner receives a savings bond and rides on float in the parade.

7. Bike Rodeo - Sponsor bicycle safety program every other year (odd years) in conjunction with the police department to educate children on bicycle safety.

8. Preschool Activity - Sponsor an annual activity geared toward preschoolers. A fee may be charged to attendees to cover costs. Past events include Bunny Brunch, Halloween

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Party, Polar Express, and Truck Touch Day.

E. SPECIAL DEPARTMENTS

- 1. Gourmet Club** - An optional social dinner club that features a gourmet menu chosen by hosts and meets at Gourmet Club members' homes bimonthly.
- 2. Installation Event** - An event at a local venue to install the new Board and thank the outgoing Board for their efforts. Junior of the Year is announced and the President's photo memory book is presented to the outgoing president.
- 3. Members' Holiday Party** - Party held at a member's house in lieu of a regular December meeting, usually catered. A collection for a charity is requested by attendees. Open to Active, Associate and Honorary members. New members are honored with an installation ceremony.
- 4. President's Book** - Memory book of photos to document the President's year in office.
- 5. Web Site Coordinator** - Maintains web site.

F. COMMITTEES

- 1. Ways and Means Research Committee** - Research various fundraisers for the following year and present ideas to the general membership for a vote at the Ways and Means Meeting.
- 2. Philanthropy Committee** - Appointed by the President and consists of at least seven members: three from the Board and four from the general membership. Their purpose is to research and recommend philanthropies to whom Juniors will donate money. The general membership votes on recommendations.
- 3. Nominating Committee** - Elected by the general

New Member Overview of Responsibilities Riverside Junior Woman's Charity and Club

membership. Their purpose is to nominate members in good standing for Board positions. (Members in good standing attend at least five meetings in a fiscal year - September to May - and have one year tenure.)

4. Membership Committee - Maintain name tags for each member, assign mentors to new members, recruit new members by sending invitations to guests and having parties.

5. By-Laws Committee - Review By-Laws to ensure they reflect current practices.

6. Kindness Committee - Includes the Community Outreach Meals, welcoming of new Riverside residents and coordinating youth volunteers.

7. Corporate Fundraising Committee - Solicits sponsors for various Junior fundraisers.

G. FINANCIAL OBLIGATIONS

- Pay annual dues in a timely manner. Existing members are to pay dues for the following year by June.
- Purchase or sell tickets per your obligation determined at the Ways and Means Meeting. (Usually two tickets to the major fundraiser plus two tickets to a more minor event, such as the Kitchen Walk, or purchase of one or two items offered for sale, such as a cookbook.)

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