



GFWC Woman's Club of New Tampa

WILLINGNESS TO SERVE ON THE LEADERSHIP TEAM 2024-25

Members Name _____

I will be happy to serve as a Board member for the upcoming administration. Currently, I am thinking my best fit would be:

_____ President shall have the following duties:

1. Shall preside at all meetings of the Club, shall appoint all chairmen and the Parliamentary Advisor, if possible.
2. She shall be a member of the Leadership Team and ex-officio member of all committees, except the nominating committee.
3. Act as Chairman of the Leadership Team.
4. Serve on the Finance Committee and help prepare the club budgets. Sign checks if necessary.
5. Exercise general supervision over all affairs and activities of the Club.
6. Prepare agendas for general and board meetings.
7. Coordinate with the Treasurer to ensure payments are made timely.
8. In a Co-President situation, the acting presidents must mutually agree and submit in writing to the Leadership Team what duties each will be responsible for throughout the full term.

_____ Vice President of Membership shall have the following duties:

1. Maintain records of dues paying members and update new member contact information to the club directory when appropriate.
2. Assist in the retention and recruitment of members.
3. Create and distribute the Orientation Packet with information that provides baseline knowledge of what GFWC does and how our club plays a part in the overall GFWC organization.
4. Work with the Vice President of Programs & Projects to coordinate monthly general meetings and/or projects.
5. Works with the Advancement Area TEAM of Membership to coordinate the club's membership retention and recruitment efforts.
6. Assist Vice President of Programs & Projects in the compilation of the club reports by completing the GFWC Florida Programs and GFWC

_____ Vice President of Programs shall have the following duties:

1. Construct club calendar of programs and projects with the Leadership Team approval.
2. Submit Volunteer Event Opportunities to the newsletter editor for each monthly newsletter.
3. With the VP of Club Communications, coordinate the Evites to meetings/club events and projects.
4. Assist in collecting club reports within two weeks of an event and submit to the Reporting Chairman as they are collected.
5. Work with the Advancement TEAM of Programs & Projects to coordinate the Club's community service projects as outlined by the Club members, GFWC Florida and GFWC the club's membership retention and recruitment efforts.
6. Responsible for the completion, with assistance from Advancement Area TEAM leaders and Executive Officers, the Club's End of Year Statistical Forms in Membership to be presented to GFWC Florida by deadline(s).



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Vice President of Communications shall have the following duties:

1. Record the minutes of all Business Meetings, Leadership Team Meetings, and any Special Meetings.
2. Prepare for the President, a copy of the meeting minutes within ten days after said meeting.
3. Take attendance at each Club meeting and submit attendance sheets to reporting chairman each year by November 1.
4. Send the meeting recap within one week of general meeting to ensure those not in attendance have the ability to sign up for projects and are kept current on projects.
5. Work with the Advancement Area TEAM of Communications & Community Relations to ensure the completion of monthly newsletter, press releases, club photography, encourage routine articles in GFWC/GFWC Florida newsletters, insure updates are made to club Facebook and website in timely manner.
6. Submit the contact information of the incoming officers of the club by May 1 of each year to the GFWC Florida Corresponding Secretary and GFWC Florida Headquarters Secretary.
7. Assist Vice President of Programs & Projects in the compilation of the club reports in Community Relations.

Treasurer shall have the following duties:

1. Pay bills by check or electronic means.
2. Submit a summary of monthly club expenditures and income, and banking balance on hand to be included in monthly newsletter.
3. Maintain a spreadsheet of expenses and income by categories that match annual reporting requirements,
4. Make timely payment to all club expenses including annual insurance, postal box fee, and website fees,
5. Submit Treasurer's records for auditing by July 31st of each year to the Audit Committee, and a report will be submitted to the membership at the next general meeting.
6. Coordinate with the President to insure payment of D & O Liability insurance policy is kept up to date, insure through SunBiz.com (if applicable) that our Corporate filing is paid prior to April 1 of each year, file previous year's 990-N (e-Postcard) submitted by September 1 of each year, and file any other legal documents necessary to maintain 501(c)3 status.
7. Confirm payment of GFWC and GFWC Florida dues per date included in the GFWC Florida Bylaws.
8. Collect all monies of the Club, keeping an accurate record thereof.
9. Work with the Advancement Area TEAM of Ways & Means to have successful fundraising event(s) for club administrative funds and projects/programs.
10. Assist Vice President of Programs & Projects in the compilation of the club reports by providing among other items, the club/member contributions, in-kind and club costs for projects and/or programs