

Wintergreen Mountain Women Steering Committee Position Descriptions

Approved Version 1 (April 2011)

President

General Summary

The President is the Chief Executive Officer of the Mountain Women and is vested with all the powers generally given to the Chief Executive Officer of a corporation.

Primary Responsibilities

1. Develops the agenda for and presides at all meetings of the Steering Committee and the Mountain Women membership.
2. Compiles and distributes Steering Committee meeting minutes to committee members.
3. Assumes general charge of the day-to-day administration of the Mountain Women and maintains the authority to order specific actions in furtherance of the Steering Committee's policies.
4. Serves as spokesman for the Steering Committee in most matters relating to general Mountain Women business.
5. Has an affirmative duty to carry out the responsibilities of the office in the best interests of the Mountain Women
6. Assumes and embraces all responsibilities of a Steering Committee Member.

Vice President

General Summary

The Vice President supports and assumes the duties of the President in the event of her absence.

Primary Responsibilities

1. In the absence of the President, develops the agenda for and presides at meetings of the Steering Committee and the Mountain Women membership.
2. In the absence of the President, assumes general charge of the day-to-day administration of the Mountain Women and maintains the authority to order specific actions in furtherance of the Steering Committee's policies.
3. In the absence of the President, serves as spokesman for the Steering Committee in most matters relating to general Mountain Women business.
4. Champions and/or chairs (or designates a chair) permanent or ad hoc committees on special projects or issues.
5. On an annual basis, in December, reserves monthly meeting space at the Trillium House and Chestnut Springs Pavilion.
6. Works closely with the President and other Steering Committee members to develop and implement officer transition plans and new member orientation.
7. Has an affirmative duty to carry out the responsibilities of the office in the best interests of the Mountain Women.
8. Assumes and embraces all responsibilities of a Steering Committee Member.

Communicating Secretary

General Summary

The Communicating Secretary is responsible for distributing and maintaining a record of all meetings of the Mountain Women membership.

Primary Responsibilities

1. Ensures effective management of Mountain Women meeting and historical records.
2. Sends meeting notice to membership in advance of monthly meeting.
3. Upon receipt of the minutes from the Recording Secretary, distributes the monthly meeting minutes in a timely manner to Mountain Women members.
4. Compiles and maintains lists of all Mountain Women Steering Committee members, Neighborhood Chairs, Group Chairs and Mountain Women members and their contact information and distributes to the appropriate members as necessary.
5. Distributes Welcome Packet to new members, via email (or in hard copy form to those members who do not utilize email).
6. Has an affirmative duty to carry out the responsibilities of the office in the best interests of the Mountain Women.
7. Assumes and embraces all responsibilities of a Steering Committee Member.

Recording Secretary

General Summary

The Recording Secretary is responsible for taking and maintaining a record of all meetings of the Mountain Women Steering Committee and the Mountain Women membership.

Primary Responsibilities

1. Ensures effective management of all Mountain Women records.
2. Keeps the minutes of the Mountain Women Steering Committee and the regular monthly membership meetings including, but not limited to the recording of motions, passage or failure of motions, actions required of member(s), new and old business, and group updates.
3. Forwards Mountain Women's monthly meeting minutes to the Communicating Secretary for distribution to the membership.
4. Forwards Steering Committee meeting minutes to the Communicating Secretary for distribution to the SC members.
5. Has an affirmative duty to carry out the responsibilities of the office in the best interests of the Mountain Women.
6. Assumes and embraces all responsibilities of a Steering Committee Member.

Treasurer

General Summary

The Treasurer manages the finances and administrates the fiscal matters of the Mountain Women.

Primary Responsibilities

1. Is responsible for keeping accurate accounts of all receipts and disbursements of Mountain Women funds.
2. Pays invoices in a timely manner to maintain good credit with Mountain Women vendors.
3. Collects dues from Mountain Women membership during monthly meetings.
4. Assists the Steering Committee in developing fiscal policy and establishing dues contribution levels.
5. Assists the Steering Committee in developing an annual budget for presentation to Mountain Women membership in the month of January.
6. Reports account balance at monthly membership meeting.
7. Has an affirmative duty to carry out the responsibilities of the office in the best interests of the Mountain Women.
8. Assumes and embraces all responsibilities of a Steering Committee Member.

Neighborhood Chair

General Summary

The Neighborhood Chair is responsible for maintaining communication with her neighborhood and for planning the social and program portions of the Mountain Women membership meetings for her assigned month(s).

Primary Responsibilities

1. Develops and makes necessary arrangements to execute the program portion of the meeting, utilizing local resources to speak on topics of interest.
2. Conveys meeting details to members via the Communicating Secretary, personal contact, and/or advertising.
3. Recruits neighborhood members to provide refreshments for the meeting.
4. Recruits neighborhood members to assist in the set up and clean up of the meeting site and replenish the supply box for the next meeting.
5. Initiates, maintains and tests the neighborhood telephone tree in the event of an emergency or important information of interest to Mountain Women members.
6. Has an affirmative duty to carry out the responsibilities of the position in the best interests of the Mountain Women.
7. Assumes and embraces all responsibilities of a Steering Committee Member.

Steering Committee Member

General Summary

A member of the Steering Committee represents the interests of all members of the Mountain Women organization and conducts projects and accepts duties as assigned by the President of the Mountain Women's Steering Committee.

Primary Responsibilities

1. Is sufficiently familiar with documents (by-laws, minutes, etc.) to note applicability during meetings.
2. Consistently interprets, adheres to and enforces by-laws.
3. Establishes, publicizes, and enforces new policies and rules.
4. Actively participates in one or more Mountain Women committees formed to implement or maintain projects when necessary.
5. When necessary, assists in recruiting committee membership, and delegates authority to them.
6. Evaluates annually the performance and effectiveness of the Steering Committee, Groups and Committees in accomplishing its objectives and suggests options, or additional initiatives to ensure future success
7. Establishes sound fiscal policies and develops a workable budget to establish reasonable meeting dues contribution levels.
8. Is well studied and informed of all Steering Committee decisions, transactions and business items that require a vote.
9. Assists with logistics and tasks of monthly meetings.
10. Attends and actively participates at Mountain Women and Steering Committee meetings.
11. Actively recruits new membership to join the Mountain Women.
12. Has an affirmative duty to carry out the responsibilities of the position in the best interests of the Mountain Women.