

Works with Board of Directors, including Treasurer, Committees and Technology to effectively plan, execute and communicate openly and transparently all Women's Club events, activities and general membership functions.

1. **Develop and implement communication strategies using Print and Non-Print methods.**
2. Utilize and support selected electronic management system- 'Sign up Genius'™ to track and maintain attendance and member participation data.
3. Serve as a unifying force between members and Board of Directors.
 - Presenter: available to represent Women's Club, as needed.
 - Communications Liaison: Annual Fundraiser communications (Art Fair)
 - Assessments: Plan methods to determine membership needs
 - Surveys; electronic
 - Surveys; print- Feedback cards; (*Started in October, 2019*)
 - Pens and Paper "Feedback" cards are placed on luncheon tables; Members are given the opportunity to share, rate or ask questions about the luncheon speaker, food or other issues within the Women's Club.
4. Create effective communication methods, oversee current activities and implement new initiatives.
 - Grant/Scholarship Recipients- "Thank You" Presenter program. I.e. Petoskey Library
 - Art Fair Kickoff event
 - Membership Month Drive
 - E News, Surveys and website
 - New Member Meet & Greet
 - Membership 'culture of Needs and Wants'

Annual Fundraiser: Collaborate with Directors of Art Fair and Technology

1. Participate and monitor Sign Up Genius; member and non-member work force and financial donors
2. Update and share job descriptions via communications
3. Participate and monitor Art Fair Financial Contributions- from donors to gift distributions.
4. Participate and monitor Print communications- Yard Signs and Fliers

Manage Information/Hospitality Table: Set up and staff a welcome table with *Print* Media and Tech support. *Started in October, 2019*

1. Showcase and provide assorted informative print materials for members and guests, both BEFORE and AFTER the monthly luncheon.
 - Includes: Women's club fliers, directories, membership forms, current thank you notes received, current Grant and Scholarship recipients.
 - Provide Q&A and Tech support.
 - Sign up guests to become a member

Manage and build positive relationships and hospitality. Organize Manage Information/Hospitality a Newcomers monthly Meet & Greet: *Started in January, 2020*

1. Invite membership to be a "Greeter"
2. Manage a 30 minutes **pre-luncheon** hospitality event; provide opportunity to socialize, ask questions and acquire information. I.e. Website access, sign up genius, membership form, etc.
3. Manage a 15 minutes **post luncheon** event: provide opportunity to socialize, ask questions and acquire information. I.e. Sign up New Members INSTANTLY.

Create and manage Electronic Communications: *Collaborate with Technology Director to Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly*

Started November, 2019

1. Produce and support a monthly electronic newsletter- **E NEWS:**
 - Include guest writer introduction, as needed.
 - Include Upcoming luncheon data: location and menu, photograph, speaker background and web links.
 - Utilize electronic surveys to collect data
 - Support and project an overall positive membership
2. Monitor and Support all electronic communications, data and distributions.
 - Monitor delinquent membership dues, unpaid luncheon invoices and Membership Mission agreement to financially support fundraiser.
 - Assure that All paid members receive a monthly newsletter.
 - *Paid Membership = checks must be received and recorded by Treasurer and then passed on to communications before members are included into WC distributions database. VIA*
 - *Unpaid will NOT be sent (email or mail) information or lunch invitations.*
3. Support G mail publications to the general membership
4. Support Surveys and Assessments; evaluate membership status, understanding Bi Laws and Women's Club procedures, policies and general functions.
5. Monitor and Support *Website* Includes;
 - Both public private data relevant to the Women's Club current operations
 - Directory: password protected
 - WC Bi-Laws
 - Art Fair job Descriptions
 - Board of Directors- Minutes, Job Descriptions and terms
 - **Calendar**
 - Search Bar