

THE VIOLET TOWNSHIP WOMEN'S LEAGUE
EXECUTIVE BOARD JOB DESCRIPTION SUMMARY

Revised February 2025

PRESIDENT: The President provides vision, leadership and guidance to the League. She manages the organization; presides over all official meetings; and is considered a member of all committees in the organization, except the Nominating Committee. Coordinates and reviews all communications and activities. Ensures the Board and Membership follows The Constitution, Standing Rules and Code of Conduct. Checks the post office box when Treasurer is not available. Writes a column for newsletter and composes letters for Welcoming packets and Fundraising. Creates and maintains traditions. Approves payments for invoices and reimbursements as prepared by the Treasurer and verifies financial statements. Signs contracts as representative of the organization. Coordinates room set up for monthly Board and general meetings from August to May with Pizza Cottage and American Legion representative. Acts as liaison and negotiator with the facility manager of the American Legion for room set-up and rental fees. Meets regularly and receives guidance from Advisory Committee.

1st VICE PRESIDENT: The 1st Vice President determines, arranges, and schedules the yearly programs. Introduces the speakers at each general meeting. Ensures members are aware of upcoming meetings and programs. Prepares information for upcoming programs for newsletter. Sends "thank you" notes to speakers.

2nd VICE PRESIDENT: The 2nd Vice President is in charge of Membership. Welcomes and introduces guests and new members at each meeting. Devises and implements plans to recruit new members and retain existing members. Distributes and keeps new member application forms and the directory. Prepares membership badges and keeps track of attendance with sign in sheets. Notifies the Communications and Newsletter chairs, and Treasurer of new members.

SECRETARY: The Secretary records and prepares the minutes of all meetings of the organization (board, general) and sends to President for approval. She is responsible for all correspondence. Keeps extra copies of membership directory.

ASSISTANT SECRETARY: Assists the Secretary and fills in when needed

TREASURER: The Treasurer maintains, monitors and manages the financial accounts for the operating and scholarship funds. Prepares and distributes monthly financials and a yearly budget for Board approval. Pays invoices, reimbursements to members and scholarship awards to colleges. Files yearly reports with IRS and the Attorney General of the State of Ohio and Secretary State according to the requirements for 501(c)(3) organizations. Encourages responsible fiscal decisions. Checks the post office box for correspondence and membership forms and receipts. Forwards a copy of the membership forms to 2nd VP, Communications and Newsletter chairs.

ASSISTANT TREASURER: Assists the Treasurer and fills in when needed.

ADVISORY BOARD JOB DESCRIPTION SUMMARY

Advisory Board consists of 3 to 5 members (usually past Presidents). Responsibilities include oversight and advice of financial management, legal compliance, and policy procedures. Performs or coordinates annual audit providing a written report of past financial records. Promotes the organization. Reviews Job Description, Constitution and Standing Rules annually.

COMMITTEE CHAIRS' JOB DESCRIPTION SUMMARY

CARING REPORT: Chair is responsible for sending cards, calling or visiting members who have a birth, adoption, illness, hospitalization, death in family, or difficult life situation. Submits monthly information on members for newsletter. Sends out care report after getting approval from President and the member involved in report.

COMMUNICATIONS: Chair is responsible for sending out important information and reminders between meetings to members either by email and/or phone. Updates the VTWL website and Facebook as necessary. Coordinates/prepares/maintains the membership data base for the Directory.

COMMUNITY SERVICE: Chair oversees and arranges community service projects. This includes monthly collections, end-of-year donation suggestions, holiday adopted families, Community Outreach Night and other projects that may occur.

HISTORIAN: Chair maintains a record of all League events through photos, and artifacts and assembles in a yearly scrapbook

NEWSLETTER: Responsible for development of the Purple Petal August through June. Formulates layout and writes content in collaboration with information provided from members, President and Committee chairs.

PUBLICITY: Chair is responsible for submitting organization's news articles and photos regarding events, charitable endeavors to local media, magazines and local municipal websites both for monthly meetings and special events. Maintains publicity files. May assist Scholarship Committee in distribution of information to local businesses and churches regarding scholarship program.

REFRESHMENTS: Chair with the assistance of her committee, is responsible for organizing, and planning refreshments, including purchasing paper and beverage products and the set-up and clean-up for each meeting. Coordinate needs for pizza night and Scholarship winner meeting with appropriate people. Prepares sign-up sheets for food for each meeting and calls to remind members who have signed up for refreshments.

SCHOLARSHIP: Chair is responsible for the preparation of scholarship application information and guidelines for distribution to schools located in the Violet Township/ Pickerington School District area and to the public. Selects readers for applications, collects, reviews and evaluates scholarship applications in order to select scholarship recipients. Ensures process is fair. Notifies the winners, President and Advisory Board members of the winners. Coordinates with Refreshment chair the Scholarship winner meeting.

SCHOLARSHIP FUNDRAISERS: Chair or Co-Chairs are responsible for planning events.

SPECIAL INTEREST GROUPS: Chair maintains, manages and prepares special interest groups monthly sign-up sheets. Designates activity leader for each interest group coordinator and ensures there is no date conflicts for events and submits all interest group information for monthly newsletter. Periodically inquires as to additional activities members may wish to add.

WAYS & MEANS: Chair organizes, plans, and solicits members for raffle items for monthly Make It, Bake It, Fake It. Coordinates 50/50 raffle every other month during organization meeting year. Ensures information on winners is put in newsletter.