

POSITION DESCRIPTION - CHAIRPERSON WOMEN'S AUXILIARY OF THE BOYS & GIRLS CLUB OF COLLIER COUNTY

REPORTS TO: Chairman of the Corporate Board and President/CEO, Boys & Girls Club of Collier County, Florida, Inc. (BGCCC)

OVERALL RESPONSIBILITY: The Chairperson is a member of the Executive Committee of the Women's Auxiliary of the Boys & Girls Club of Collier County (Woman's Auxiliary) and serves as its principal officer exercising all duties and responsibilities commonly associated with this office except as limited by the BGCCC Bylaws. The Chairperson assists the Chairman of the Corporate Board and President/CEO to set the vision and strategic direction of the Women's Auxiliary. The Chairperson translates the interests of the members into project plans and programs, determines desired project outcomes, and assesses progress in achieving those outcomes. Additional responsibilities and requirements specific to this office are noted below.

SPECIFIC RESPONSIBILITIES:

1. Maintain knowledge of the BGCCC and Women's Auxiliary Bylaws, structure, activities, and processes.
2. Maintain a personal commitment to the mission, goals and objectives of BGCCC and the Women's Auxiliary.
3. Participate in the development and implementation of short-term and long-term strategic planning for the Women's Auxiliary.
4. Work with the Treasurer to develop an annual budget and spending policy for approval by the Corporate Board.
5. Schedule at least three meetings of the Executive Committee per year. Schedule at least two meetings of the members of the Women's Auxiliary per year, including an annual meeting in the fall.
6. Establish the agenda for, and preside at all Executive Committee, annual, regular, and special meetings of the Women's Auxiliary.
7. Authorize committees, define their duties, receive their reports, and take action as required.
8. Ensure that members understand their jobs and are able to fulfill those expectations.
9. Help recruit new members and develop succession plans for committee chairs.
10. Serve as a member of the Nominating Committee.
11. Serve as a link to the community.
12. Carry out such other duties as may be assigned by the Chairman of the Corporate Board and President/CEO

DESIRABLE QUALITIES: Willingness to serve, communication skills, organizational skills, computer skills, ability to listen effectively, ability to delegate, ability to motivate, objective knowledge of projects and issues, ability to resist the temptation to do it oneself, meets deadlines, thanks members often for their work.

TERM OF OFFICE: Initially, the Chairperson shall be appointed by the Chairman of the Corporate Board and the President/CEO for a term of one (1) year and shall serve for no more than three (3) consecutive terms as chairman. After the initial appointment, the Chairperson shall be elected at the annual meeting of the Women's Auxiliary as outlined in the Bylaws.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the Women's Auxiliary Chairperson. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.

POSITION DESCRIPTION - VICE-CHAIRPERSON WOMEN'S AUXILIARY OF THE BOYS & GIRLS CLUB OF COLLIER COUNTY

REPORTS TO: Chairperson of the Women's Auxiliary of the Boys & Girls Club of Collier County (Woman's Auxiliary) ; Chairman of the Corporate Board and President/CEO, Boys & Girls Club of Collier County, Florida, Inc. (BGCCC)

OVERALL RESPONSIBILITY: The Vice-Chairperson is a member of the Executive Committee of the Women's Auxiliary. The Vice-Chairperson assumes duties in the event of absence, resignation or incapacity of the Chairperson and exercises all duties and responsibilities commonly associated with this office except as limited by the BGCCC Bylaws. The Vice-Chairperson assists the Corporate Board Chairman and President/CEO to set the vision and strategic direction of the Auxiliary. The Vice-Chairperson assists the Chairperson to translate the interests of the members into project plans and programs, determine desired project outcomes, and assess progress in achieving those outcomes. Additional responsibilities and requirements specific to this office are noted below. (There may be one or more Vice-Chairpersons, the number thereof to be determined by the Women's Auxiliary. In the event that there be more than one Vice-Chairperson succession is determined by the order of their election) ,

SPECIFIC RESPONSIBILITIES:

1. Maintain knowledge of the BGCCC and Women's Auxiliary Bylaws, structure, activities, and processes.
2. Maintain a personal commitment to the mission, goals and objectives of BGCCC and the Women's Auxiliary.
3. Participate in the development and implementation of short-term and long-term strategic planning for the Women's Auxiliary.
4. Assist Chairperson to develop an annual budget and spending policy for approval by the Corporate Board.
5. Assist Chairperson to schedule at least three meetings of the Executive Committee per year and schedule at least two meetings of the members of the Women's Auxiliary per year, including an annual meeting
6. Assist Chairperson to establish the agenda for, and preside at meetings of the Women's Auxiliary in Chairperson's absence.
7. Serve as liaison with committees and Chairperson, and assist Chairperson to define their duties, receive their reports, and take action as required.
8. Assist Chairperson to ensure that members understand their jobs and are able to fulfill those expectations.
9. Assist Chairperson to recruit new members and develop succession plans for committee chairs.
10. Carry out such other duties as may be assigned by the Women's Auxiliary or by the Chairperson of the Women's Auxiliary.

DESIRABLE QUALITIES: Willingness to serve, communication skills, organizational skills, computer skills, ability to listen effectively, ability to delegate, ability to motivate, objective knowledge of projects and issues, ability to resist the temptation to do it oneself, meets deadlines, thanks members often for their work.

TERM OF OFFICE: The Vice-Chairperson(s) shall hold office for a term of one (1) year or until a successor shall have been elected and may serve for no more than three (3) consecutive terms.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the Women's Auxiliary Vice-Chairperson(s). They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.

POSITION DESCRIPTION - SECRETARY

WOMEN'S AUXILIARY OF THE BOYS & GIRLS CLUB OF COLLIER COUNTY

REPORTS TO: Chairperson of the Women's Auxiliary of the Boys & Girls Club of Collier County (Woman's Auxiliary) ; Chairman of the Corporate Board and President/CEO, Boys & Girls Club of Collier County, Florida, Inc. (BGCCC)

OVERALL RESPONSIBILITY: The Secretary is a member of the Executive Committee of the Women's Auxiliary. The Secretary exercises all duties and responsibilities commonly associated with this office except as limited by the BGCCC Bylaws. Additional responsibilities and requirements specific to this office are noted below.

SPECIFIC RESPONSIBILITIES:

1. Maintain knowledge of the BGCCC and Women's Auxiliary Bylaws, structure, activities, and processes.
2. Maintain a personal commitment to the mission, goals and objectives of BGCCC and the Women's Auxiliary.
3. Assist Chairperson and Vice-Chairperson prepare agenda for meetings of the Women's Auxiliary.
4. At meetings, have a copy of the current edition of Robert's Rules of Order Newly Revised which shall govern all meetings of the Women's Auxiliary in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.
5. Prepare and send meeting notices in accordance with the Bylaws.
6. Record and distribute minutes of the meetings of the Women's Auxiliary and the Officers.
7. Maintain record of minutes of Women's Auxiliary meetings.
8. Sign such correspondence or other papers as may be assigned or as shall require the Secretary's signature.
9. Keep a register of the mailing address, home phone number, cell phone number and email address of each member and officer of the Women's Auxiliary
10. Certify results of Auxiliary elections.
11. Communicate Auxiliary updates to BGCCC Staff and web master for posting to Auxiliary pages of BGCCC web site.
12. Carry out such other duties as may be assigned by the Women's Auxiliary or by the Chairperson of the Women's Auxiliary.

DESIRABLE QUALITIES: Willingness to serve, communication skills, organizational skills, computer skills, ability to listen effectively, objective knowledge of projects and issues, meets deadlines, thanks members often for their work.

TERM OF OFFICE: The Secretary shall hold office for a term of one (1) year or until a successor shall have been elected and may serve for no more than three (3) consecutive terms.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the Women's Auxiliary Secretary. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.

POSITION DESCRIPTION - TREASURER WOMEN'S AUXILIARY OF THE BOYS & GIRLS CLUB OF COLLIER COUNTY

REPORTS TO: Chairperson of the Women's Auxiliary of the Boys & Girls Club of Collier County (Woman's Auxiliary) ; Chairman of the Corporate Board and President/CEO, Boys & Girls Club of Collier County, Florida, Inc. (BGCCC)

OVERALL RESPONSIBILITY: The Treasurer is a member of the Executive Committee of the Women's Auxiliary and manages the finances of the Women's Auxiliary. The Treasurer exercises all duties and responsibilities commonly associated with this office except as limited by the BGCCC Bylaws. Additional responsibilities and requirements specific to this office are noted below.

SPECIFIC RESPONSIBILITIES:

1. Maintain knowledge of the BGCCC and Women's Auxiliary Bylaws, structure, activities, and processes.
2. Maintain a personal commitment to the mission, goals and objectives of BGCCC and the Women's Auxiliary.
3. Maintain systems, procedures and methods for collecting dues and revenues from selected events and transmitting dues and revenues to BGCCC.
4. Prepare report on financial activities and status for budget preparation as required.
5. Assist Women's Auxiliary Chairperson to develop annual budget and spending policy for approval by Corporate Board.
6. Carry out such other duties as may be assigned by the Women's Auxiliary or by the Chairperson of the Women's Auxiliary.

DESIRABLE QUALITIES: Willingness to serve, communication skills, organizational skills, computer skills, ability to listen effectively, accounting skills, objective knowledge of projects and issues, meets deadlines, thanks members often for their work.

TERM OF OFFICE: The Treasurer shall hold office for a term of one (1) year or until a successor shall have been elected and may serve for no more than three (3) consecutive terms.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the Women's Auxiliary Treasurer. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.

POSITION DESCRIPTION - COMMITTEE CHAIRPERSON WOMEN'S AUXILIARY OF THE BOYS & GIRLS CLUB OF COLLIER COUNTY

REPORTS TO: Chairperson of the Women's Auxiliary of the Boys & Girls Club of Collier County (Woman's Auxiliary) ; Chairman of the Corporate Board and President/CEO, Boys & Girls Club of Collier County, Florida, Inc. (BGCCC)

OVERALL RESPONSIBILITY: The Committee Chairperson exercises all duties and responsibilities commonly associated with this position except as limited by the BGCCC Bylaws. Additional responsibilities and requirements specific to this office are noted below.

GENERAL RESPONSIBILITIES:

1. Maintain knowledge of the BGCCC and Women's Auxiliary Bylaws, structure, activities, and processes.
2. Maintain a personal commitment to the mission, goals and objectives of BGCCC and the Women's Auxiliary.
3. Prepare list of specific committee responsibilities.
4. Plan and oversee the logistics of committee operations.
5. Present committee decisions/recommendations to the Women's Auxiliary Chairperson.
6. Assign work to committee members.
7. Ensure committee members have the information needed to do their jobs.
8. Set the agenda for and preside at committee meetings.
9. Ensure distribution of committee meeting minutes.
10. Work with applicable BGCCC staff in achieving the objectives of the committee.
11. Evaluate committee effectiveness in reaching goals and objectives.
12. Prepare detailed final report within one month after event.
13. Carry out such other duties as may be assigned by the Women's Auxiliary or by the Chairperson of the Women's Auxiliary.

DESIRABLE QUALITIES: Willingness to serve, communication skills, organizational skills, computer skills, ability to listen effectively, ability to delegate, ability to motivate, objective knowledge of projects and issues, ability to resist the temptation to do it oneself, meets deadlines, thanks members often for their work.

TERM: The Committee Chairperson is appointed by the Chairperson of the Women's Auxiliary.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the Women's Auxiliary Committee Chairperson. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.