

ADMISSIONS/PROVISIONAL

1 Chairperson:

- Responsible for planning and leading all Provisional meetings during the year i.e., developing provisional calendar with dates, times, and topics
- Responsible for planning group tour of Rome and group service projects
- Responsible for planning and attending any other required functions of the provisional class (tours, speakers, etc.)
- Responsible for ensuring that all information pertaining to members proposed in co-chair year is complete and updated with photos for Redbook and questionnaire
- Responsible for documenting completion of requirements for each provisional
- Responsible for administering provisional survey and test at the end of the year
- Responsible for recognizing provisional members at the May Dinner who have successfully completed their program to become actives
- Responsible for assigning a committee member to each provisional and transfer and making sure the committee members follow through with needed contact
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President
- Attend Board Retreat, Board meetings

1 Co-Chair:

- Responsible for assisting Chairman in planning and leading all provisional meetings during the year
- Responsible for assisting the Chairman in planning and attending any other required functions of the provisional class (tours, speakers, etc.)
- Responsible for providing Active and Sustaining members with the information and assistance necessary to sponsor and endorse new League members
- Responsible for inviting members who have deferred the previous year, to join the upcoming Provisional class in the year that the Co-Chair will be chairperson
- Responsible for compiling all info pertaining to proposed members for the following year, planning and inviting these women an informational meeting
- Responsible for coordinating Provisional spotlight in Forum and supplying newsletter chair with any other info pertinent to provisional program
- Serves as contact person/hostess for transfers
- Attend provisional meetings

Committee Members (4):

- Responsible for making reminder calls to the Provisional assigned to their supervision concerning meetings, absences, and other information as requested by the chairperson
- Responsible for attending mandatory Provisional functions and other functions as assigned by the chairman
- Assist with food preparation, set-up or other needs at provisional functions as requested by the chairman

FACILITATOR - ANGEL EXPRESS

- Work with Janet Baltzer on plans for the Festival of the 3 Kings Party
- Organize committee members for this event and two other events hosted by Angel Express during the year
- Responsible for tracking committee member hours and reporting and issues to Placement Chair
- Responsible for placing service opportunities on website and in Forum and announcing at meetings
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President

Internal Placement Descriptions 2011-2012

FACILITATOR - GOOD NEIGHBORS PROGRAM

- Responsible for providing calendar with sign-ups in September
 - Responsible for reminder e-mails/calls to members
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR - HARBOR HOUSE

- Schedules committee members for providing lunches at the Children's Advocacy team meetings
 - Responsible for reminder emails/calls to members and for tracking participation by committee members
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR - HOSPITALITY HOUSE

- Schedules committee members for providing casseroles/meals to the Hospitality House on a regular basis
 - Responsible for reminder emails/calls to members and for tracking participation by committee members
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR - FLOYD COUNTY HEALTH DEPARTMENT

- Responsible for contacting Health Dept to get dates for scoliosis screenings and flu shots and for scheduling committee members to cover dates
- Responsible for placing service opportunities on website and in Forum and announcing at meetings
- Responsible for tracking committee member hours and reporting and issues to Placement Chair
- Responsible for reminder e-mails/calls to committee members and others who volunteered
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President

Internal Placement Descriptions 2011-2012

FACILITATOR – YOUNG MOMS

- Must attend any necessary training sessions
 - Responsible for reminder e-mails/calls to committee members and others who volunteered
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR – SOW

- Responsible for contacting SOW coordinator to get dates for service opportunities and schedule for committee members
 - Responsible for reminder e-mails/calls to committee members and others who volunteered
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR – FAMILY RESOURCE CENTER

- Responsible for contacting Family Resource Center to get dates for service opportunities and schedule for committee members
 - Responsible for reminder e-mails/calls to committee members and others who volunteered
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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FACILITATOR – WOMEN OF WORTH

- Responsible for contacting Women of Worth to get dates for service opportunities and schedule for committee members
- Responsible for reminder e-mails/calls to committee members and others who volunteered
- Responsible for tracking committee member hours and reporting and issues to Placement Chair
- Responsible for placing service opportunities on website and in Forum and announcing at meetings
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President

Internal Placement Descriptions 2011-2012

FACILITATOR – ROME FLOYD COUNTY COMMISSION ON CHILDREN AND YOUTH

- Responsible for contacting RFCCCY to get dates for service opportunities and schedule for committee members
 - Responsible for reminder e-mails/calls to committee members and others who volunteered
 - Responsible for tracking committee member hours and reporting and issues to Placement Chair
 - Responsible for placing service opportunities on website and in Forum and announcing at meetings
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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HOSPITALITY

Chairman:

- Coordinates all social events (Board Retreat Refreshments, Kick-off Party, Christmas Party, May Dinner, etc.)
Kick-off Party and May Dinner includes – finding/reserving location, decorations/flowers, arranging for food, mailing Sustainer invitations, accepting replies from Sustainers and Actives
Christmas Party - coordinate with Board members and committee for refreshments
- Sets up meeting locations, opens/locks building and returns keys (as necessary)
- Provides table decor coordinated with nametags (provided) to designate table seating assignments
- Coordinates with Committee each month to provide meeting refreshments (as necessary)
- Maintains job notebook of contacts and notes to pass along to the next chairperson
- Attends Board Retreat, Board Meeting(s) at the request of the President
- Provides end of year report to President

Co-Chair: Assist Chair with duties

Committee workers (4):

- Helps chairman plan, organize, and host Kick-off Party, Christmas Party, and May Dinner
 - Set up and serve refreshments at general meetings; clean-up meeting room afterwards (as necessary)
 - Provides a dish for the Christmas Party
 - Provide Support for Follies hospitality functions in Follies year
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MEMBERSHIP CARE

Chairman:

- Send cards to members in the event of births, deaths, illness, accident, etc.
 - Submit items of note to be published in The Forum
 - Devises and promotes get-to-know you activities for actives and provisionals
 - Publicizes member social opportunities via e-mail, announcements, the Forum and the website
 - Attend Board Retreat, Board Meetings
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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Internal Placement Descriptions 2011-2012

NEWSLETTER (Requires knowledge of Publishing Software (Microsoft Publisher/InDesign/Adobe Illustrator, etc.)

Chairman:

- Ensure that reports are received from all Committee Chairman/Facilitators
- Send email reminder to board prior to deadline to solicit info for newsletter
- Organize committee reports, letters, announcements, photos, etc. into appropriate format
- Proof the final copy of the newsletter each month
- Submit to the printer by the deadline each month
- Maintain notebook/disc with contact names, numbers and procedures to pass on to the next committee chairman
- Attend Board Retreat, Board Meetings (either chair or co-chair)
- Provide end of year report to the President

Co-Chair: Assist Chair with duties

Distributor:

- Obtains mailing labels from Corresponding Secretary; Gets updated mailing label file throughout the year
 - Pick up newsletters from the printer, place mailing labels on newsletters, sort newsletters by zip code, deliver newsletters to bulk mail area at the post office
 - Must be available weekdays to pick up newsletters from printer before 5 pm closing time
 - Must be available weekdays to get newsletters to the post office before 5 pm closing time
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PUBLIC RELATIONS

Chairman:

- Arrange for publicity for Poinsettia Sale, Service Projects, Follies, and other events as requested by Board:
 - Publicity items may include but are not limited to billboards, Community Calendar items in newspaper, announcements on Hometown Headlines website, radio and TV spots
- Work with President to write end of the year article for the newspaper following May Dinner
- Responsible for ordering shirts requested by Board
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President
- Attend Board Retreat, Board Meetings

League photographer:

- Take photos at all League and Sustainers activities
- Work with Publicity Chair on any necessary photo opportunities.
- Send photos to Website Coordinator so we can keep website updated
- Send photos to Newsletter Chairpersons monthly
- Take photos for Redbook and get them to the Corresponding Secretary
- Put together visual scrapbook of the year for May Dinner

Internal Placement Descriptions 2011-2012

Website Coordinator:

- Complete training in the website software, domain, and the website itself with the current Website Coordinator
 - Responsible for maintaining and updating the www.jslofrome.com website. May be asked to create new pages or functions within the website
 - Attend Board Retreat, Board Meetings, and General Meetings and gather all necessary information to keep the website up-to-date
 - Responsible for posting new points of interests and maintaining the current website. This shall be done not only in a timely manner, but also in a way that maintains the organization and structure of the website in order to keep the website operating properly
 - Responsible for maintaining the software used for the website and keeping a hard copy of it at all times. This hard copy shall be passed on to the next Website Coordinator
 - Train the incoming Website Coordinator in the website software, domain, and the website itself
 - Maintain a job notebook/computer disc as record of year and guide for incoming person.
 - Provide end of year report to the President
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PLACEMENT

Chairman

- Edit and maintain placement spreadsheets and descriptions
- Responsible for providing each member with a personalized Placement Agreement
- Prior to March meeting, work with President/Vice Pres to determine internal placement options for coming year
- At March meeting, offer members a choice of available external and internal job placements
- After March meeting work with President, Vice President to make placement assignments for coming year
- In April, provide placement assignments to membership and publish in Summer newsletter
- In May, notify Board of Directors of anyone who has not fulfilled their requirements for current year
- Attend Board Retreat and monthly Board Meetings
- Participate onstage in Board number on a Follies Year
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President

Co-Chairman: *(assists Chairman with the following):*

- Responsible for providing each member with a personalized Placement Agreement
- Responsible for regular reports to the Board on internal, external and miscellaneous hours
- Responsible for keeping accurate records of internal, external and miscellaneous hours of members
- Oversees and provides support for Facilitators
- In January, provide members with hours reported so far
- In January, solicit ideas from JSL members for External Project ideas and provide recommendations to be considered by the Board of Directors at the February Board meeting
- Prior to March meeting, work with President/Vice Pres to determine internal placement options for coming year
- At March meeting, offer members a choice of available external and internal job placements
- After March meeting work with President, Vice President to make placement assignments for coming year
- In April, provide placement assignments to membership and publish in Summer newsletter
- In May, notify Board of Directors of anyone who has not fulfilled their requirements for current year

Internal Placement Descriptions 2011-2012

(Placement Co-chair, continued)

- Attend Board Retreat and monthly Board Meetings
 - Participate onstage in Board number on a Follies Year (Chairman)
 - Maintain job notebook/computer disc as record of year and guide for incoming person
 - Provide end of year report to the President
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POINSETTIA SALE

Advisory Chairman: Past Chairman

Chairman:

- Responsible for organizing and overseeing all aspects of the sale
- Provide Placement Chair with names of members who do not complete Poinsettia requirements
- Notify members who did not complete Poinsettia requirements that name has been submitted to Placement Chair and arrangements should be made with Placement chair to make up requirements
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President
- Attend Board Retreat, Board Meetings

Co-Chair: Assist Chair with duties

Committee (4): order review, reminder cards, delivery schedules; help at sale for majority of the 3 delivery/pick up days

Poinsettia Order Entry/ Database Manager: (requires Microsoft Access knowledge) – will enter all orders and provide necessary reports to chairman

SCHOOL SUPPLIES PROJECT (packaging will be done by Provisional Class)

Chairman:

- Responsible for organizing the committee's efforts to purchase, package and distribute school supplies within a designated budget
- Plan and supervise work dates for packaging supplies
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Attend Board Retreat, monthly Board Meetings
- Provide end of year report to the President

Co-Chair: assists chairman

Committee (4)

- Attends training session for packet preparation with Chairman
- Supervises work dates
- Assist with the bulk buying process, packaging and distributing of school supplies to the schools (either personal delivery or pickup party)

Internal Placement Descriptions 2011-2012

SUSTAINER CARE

Chairman:

- Responsible for coordinating the Sustainer Committee to handle ALL League communication with the sustainers. Various committee duties to include communication for: Delivery of Redbooks, Info. for Poinsettia Sale, Sustainer tea etc.
- Attend Board Retreat, Board Meetings
- Organizes Sustainer Tea or Past Presidents' Brunch (find and reserve location, arrange for food/decorations, mail invitations, accept replies, host, etc.)
- Submit information monthly for Sustainers' corner in the Forum
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Provide end of year report to the President

Co-Chairman: Assists Chairman with the above duties

Committee (4)

- Responsible for notifying assigned Sustainers of special events by invitation, phone calls, letters etc. as requested
 - Provides information for Sustainers' corner/Sustainer Spotlight for newsletter, as requested by Chairman
 - Serves/provides food for Sustainer Tea
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STRATEGIC PLANNING

Chairman:

- Lead committee in strategic planning process by:
 - Carrying out immediate responsibilities of current strategic plan
 - Explore new opportunities for future League endeavors and group service projects
 - Work closely with Vice President to distribute request letters to recipients
- Maintain job notebook/computer disc as record of year and guide for incoming person
- Attend Board Meetings
- Provide end of year report to the President

Co-Chairman: Assists Chairman with the above duties

Committee (4): Assists with the above duties

FOLLIES BOARD

Chairman

Co-Chairman

Begin plans for Follies 2013, completing certain tasks during the 2011-2012 League year.

Tasks include, but are not limited to:

- 1) Choosing show and production company
- 2) Reserving show, party, and practice facilities
- 3) Restructuring committees and membership responsibilities
- 4) Compiling up to date list of talent and patrons to target
- 5) Planning publicity and entertainment recruitment
- 6) Researching and presenting options for the recipient of Follies funds to the Board
- 7) updating notebooks for each of the committees
- 8) Devising budget
- 9) Soliciting sponsors for the Olio curtain
- 10) Maintaining job notebook/computer disc as record of year and guide for incoming person
- 11) Providing end of year report to the President
- 12) Attending Board Meeting(s) at the request of the President

EXTERNAL PLACEMENT CHAIRMAN

- Meet with External Placement Facilitators prior to the first general meeting to review their responsibilities as Facilitators and to make sure they fully understand the duties and requirements of their committee
 - Work with Facilitators to ensure the committees that need to get started in September do so before the Sept general meeting if necessary
 - Monitor email communications between Facilitators and committee members to ensure committee members are being made aware of volunteer opportunities and expectations
 - Handle any issues that Facilitators may have with committee members not fulfilling responsibilities
 - End of the Year Report
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TOUR OF HOLIDAY HOMES—NEW PLACEMENT

Chairman

Co-Chairman

Committee (6):

This placement will continue to be reviewed and finalized before the start of the next JSL year.

SERVICE PROJECT COORDINATORS (8 members)

This placement will be the steering team for service projects. Two members will pair up to lead one of four opportunities for members to engage in community service.