



Job Descriptions

Junior
Service
League

OF SHAWNEE

Job Descriptions

PRESIDENT

The President is to preside over all Board and general meetings as a non-voting member. She is a non-voting member of ALL standing and special committees. She should attend as many special meetings as possible, including the Civic and Welfare and Projects meetings. She is to regularly check-in and assist any officer or committee chairman with any problems. She shall be knowledgeable of each Board member's job description and is responsible for making sure that officer and committee chairmen are checking their job descriptions monthly to make sure that all tasks are completed. She should communicate with the appropriate committee chairmen regarding change of status. She shall also communicate with the Recording Secretary on a monthly basis to help provide upcoming dates and information for the newsletter. Finally, the President and Treasurer will be custodians of the P.O. box key and check the mailbox monthly. Prior to a Ways and Means project, the mailbox may need to be checked frequently to collect checks for that project.

MAY

- Formulate proposed budget with new executive board and parliamentarian. Have meeting with all Old/New Officers to train.
- All reports were due May 1 with the exception of the Treasurer and Luncheon, which are due July 1. Check with the Yearbook Chairman to verify report status.
- Add the Vice-President to the Facebook administration and remove any members not in good standing.

JUNE

- The President will help with the collection of updates of the yearbook and shall examine a copy of the yearbook before it is submitted for printing.
- Initiate and monitor through summer with previous provisional group on status of the Summer Social or oversee the beginning plans of the Summer Social with new members
- Verify Audit Committee has started annual review and expect updates.
- When person in position of Treasurer changes (every 2 years), verify that new Treasurer has been added as associated signer to bank account.

JULY

- Check on KOS and Pumpkin preparations with chairmen.
- Remind previous provisional class planning the Summer Social to create a special reserved seating for the Sustaining members at the Summer Social.

AUGUST

- Verify paid receipt of yearly Chamber Dues & PO Box Renewal Fee by Treasurer.
- Welcome guests and introduce New Provisionals at the Summer Social/Meeting.
- Update new JSL information with the Chamber for their website.

SEPTEMBER

- **Remind/Verify Treasurer submits a form of the 990 Federal**
- **Annual Tax Return to IRS by September 15th.**
- Notify all Executive Board Members, Committee Chairs and Ways & Means Chairs of mandatory attendance at September Board meeting which will be 1 HOUR before General meeting begins. Have everyone read through their job descriptions at Board. (Most Board meetings are 30 minutes and the Executive Board should always attend. Committee Chairs and Ways & Means Chairs are encouraged to attend all Board meetings, but must attend prior to and following their event/tasks.
- Allow for sign-up for KOS and Pumpkins.

NOVEMBER

- Verify receipt of Sales Tax Permit (must be renewed by Treasurer every 3 years; last renewal was November 17, 2017).

JANUARY

- Form Ways & Means Committee
- See that the Project Chairman forms the Projects Committee.
- Confirm that Parliamentarian has formed the Nominating Committee.

FEBRUARY

- Remind the Parliamentarian to preside over voting for the Nominating Committee.
- Conduct Ways & Means Committee meeting to nominate projects for next year for the membership's April meeting vote.
- Confirm that the Nominating Committee has its first meeting
- Confirm that the Projects Committee meets. Attend the meeting if possible.
- Help the Vice President mail letters to proposed Provisionals.
- Encourage attendance at the Sustaining Coffee.

MARCH

- Ask the Vice-President to announce proposed Provisionals.
- Encourage attendance at the Get-Acquainted Social for proposed Provisionals.
- See that the Nominating Committee has its second meeting and presents proposed slate of officers to membership within ten days of the April meeting.
- Confirm that the Project Chairman announces the Projects Committee's recommended slate of projects for next year.
- Announce the Ways & Means Committee's slate of recommended Ways & Means projects for next year.

APRIL

- Conduct vote on Ways & Means projects for the next year.
- Remind the Parliamentarian to conduct vote on slate of officers.
- Have the Project Chairman conduct the vote on elective projects.

- Arrange for new President's gavel, Sustaining Representative gift, and Honorary/50 year Members gifts to be presented at the Luncheon.
- Check with members on leave to get change of status in writing for upcoming year.
- Remind member dues are due in May and resignations are due by May meeting or they have to pay dues to resign in good standing.
- Remind Board members that reports are due next month.

MAY

- See that Project Chairman coordinates sign-up for elective projects.
- Get all leave requests approved.
- Preside over Spring Luncheon.
- Work with Yearbook Chairman to collect officer and committee chairmen's reports in duplicate. President retains one copy and gives one copy to the Yearbook chair.
- Encourage payment of dues at the May meeting.
- Should the meetings be held at the Shawnee Public Library in the future, and they did NOT apply for grant(s) and receive grant(s), then conduct vote to contribute a monetary donation to Library for their generosity in allowing us to have meetings at no cost.
- Recognize Longevity members going to Sustaining status.
- Check-in with any members that have taken a year of leave. Remind them that they will need to pay dues and come to the May meeting to sign-up for their project.

VICE-PRESIDENT

The Vice-President shall assist the President and shall assume all duties of the President in her absence. She should attend as many special meetings as possible, including the Civic and Welfare and Projects meetings. She shall be in charge of all activities pertaining to the course for the provisional members.

In May after the luncheon, write a letter to all the new Provisionals, welcoming them to League, advising them that you and the Provisional Chair (name) are responsible for them for the next year. Provide them with both of your phone numbers. Let them know that they will get a yearbook at the Summer Social, give them a short rundown of the Calendar of Events for the next year and the hours required for projects, etc. Also advise them to record their hours for the May meeting, luncheon, summer social and any project hours that they complete over the summer to be turned in at the August meeting. Over the summer, close to the summer social, check with the Provisional chair to make sure she has called all of them encouraging them to attend the summer social. Finally, she is the custodian of the MacArthur Street Storage key and may allow members to get into the storage locker, but must collect it and keep it safe.

MAY

- Modify names on MacArthur Street Storage account and collect gate key and locker key. Hold onto the key throughout the year and make sure that it is returned.
- Invite Provisionals to join the JSL Facebook Page.

JUNE

- Order the Junior Service League T-Shirt for each provisional.

JULY

- Help schedule pumpkin had cutting gathering for Provisionals with the Pumpkin Chairs.
- Meet with new Provisionals to pass out yearbooks and aprons, answer questions about the Constitution, volunteer hours, projects, meetings, etc. Make the calendar for the year's meetings.

AUGUST

- Call proposers to arrange for them to escort their Provisionals to the Summer Social.
- Arrange for each proposer or an active member to accompany each provisional to the September meeting.
- Communicate with the Provisionals to remind them about the September meeting.

OCTOBER

- Meet with Provisional Advisor and Provisionals to keep them informed, checking on their project hours, and reminding them to gather data for the skit.
- Have proposal forms available at each meeting until they are due in February.

NOVEMBER

- Hours chairman should provide you with project hours completed on projects of Provisionals within one week of the November meeting. Call any Provisionals who have less than five hours on their project and see how they are doing and if they need any help or have any questions.

DECEMBER/JANUARY

- Check on each Provisional's monthly hours (they must have 35 hours by February 1). The Hours Chairman shall provide you with a list of their total hours within one week of the January meeting.

FEBRUARY

- Meet with the Provisional Advisor and Provisionals help them with ideas and schedule practices for their skit for the Spring Luncheon (each provisional must have 35 hours by now).
- Attend Ways & Means Committee meeting.
- Revise informational flyer about JSL to be given to prospective Provisionals at Get-Acquainted Social and enclose invitation from President.
- Send e-mail two weeks prior to March meeting listing potential new members and if anyone needs to discuss then come to March Board meeting. The Board will decide how to handle any situations. General meeting will vote on the list as a whole.

MARCH

- Announce the candidates for membership.
- Co-host with the Sustaining Representative the Get-Acquainted Social for prospective new Provisionals. League will pay for food and invitations.
- Begin working on selections for new board.
- Check in with the Luncheon Chairs to make sure that proposed ladies that have accepted membership receive an invitation to the Spring Luncheon.

APRIL

- Announce the new Provisionals that accepted membership at the April meeting.
- Arrange for President's gift (President charm, purchased at Shawnee Trophy, ask if they want silver or gold) to be presented at the Luncheon. This is usually given by the Parliamentarian. This should be listed on the luncheon program as to who and when it is being given.
- Meet with Provisionals to preview skit and check each Provisionals hours.

MAY

- Introduce new Provisionals at the Luncheon and introduce new members (old Provisionals) before they start the skit.
- Recognize and have new members say OATH at May meeting.
- Recognize members entering their longevity year.

RECORDING SECRETARY

The Recording Secretary shall keep the typed minutes (in duplicate) of the General Meeting and of the Board of Directors. She shall keep a current list of the names and addresses of all members and their classifications and shall have charge of all files and records. She shall perform such other duties as may be required of her by the Board of Directors.

The Recording Secretary must attend ALL Junior Service League Board and General meetings or make arrangements for one of the other officers to record in her absence. She is in charge of the Membership records of League, and is to oversee the Membership Chairman in her responsibilities regarding updating and maintaining the files throughout the year, including member change of status.

The Recording Secretary is responsible for taking roll at each meeting and carefully taking the minutes. The minutes should be typed in duplicate with one electronic copy to the Website Chairman for the website, and one retained for the Recording Secretary's notebook. She should read the previous month's board and general meeting minutes at the meetings and provide a copy of the minutes to each member at the meeting. Provide the minutes to the Corresponding Secretary each month so they can be sent with the newsletter.

The recording secretary is responsible for keeping up with the order for sign up, alternating between beginning with alphabetical order or reverse alphabetical order and calling out the names for each sign up done in seniority order throughout the year.

CORRESPONDING SECRETARY

The Corresponding Secretary shall conduct general correspondence of the League and publish a monthly newsletter for all members in good standing. This newsletter will contain upcoming meeting times, dates and location, a general agenda, a list of items members will need at the meeting, pertinent League news, and reports on League events. She shall work with the President, Ways and Means Chairs and projects chairs to obtain information for the newsletter. She shall communicate with the Board members on a monthly basis to provide enough response time of those members prior to producing the newsletter to ensure that all possible information necessary is published in the newsletter. She shall make sure the newsletter is emailed timely to ensure that all members are kept informed and by-laws are not violated. For regular months please email at least 7-10 days prior to the meeting.

General Correspondence shall be sent by the Corresponding Secretary. This will include, but is not limited to, congratulations, sympathy cards, invitations, and thank you notes. At times it might be appropriate to arrange meals for members in need.

The corresponding secretary will maintain a current and accurate mailing list and make labels available for the membership for various activities, Summer Social, Luncheon, etc. Remove any members not in good standing from the e-newsletters and mailing lists. The newsletters are mailed at the end of the months listed below to arrive timely for the following month. Collect the minutes from the Recording Secretary to attach to the newsletters.

JULY

- Check with Kickoff Chairs & Pumpkin Chairs to put info about those events. Include the meeting minutes from the previous month in the newsletter.
- Remind members about the Summer Social. Members that proposed Provisionals need to contact them about the Summer Social and escort them or ask another active member to escort them.
- Add new Provisionals to the e-mail list.

AUGUST

- Check with Kickoff Chairs & Pumpkin Chairs to put info about those events. Include the meeting minutes from the previous month in the newsletter.
- Remind members about the September meeting. Members that proposed Provisionals need to contact them about the September meeting and escort them or ask another active member to escort them.

SEPTEMBER

- Include the meeting minutes from the previous month in the newsletter.
- Email Sustainings, Honorary Sustainings, and non-resident member to remind them that proposal forms are available and due by the February meeting and provide the Vice-President's number for them to contact.
- Check with Pumpkins Chairs.

OCTOBER

- Include the meeting minutes from the previous month in the newsletter.
- Remove members that have not paid dues from the e-mail list and mailing list.

NOVEMBER

- Include the meeting minutes from the previous month in the newsletter.
- Include the Pumpkins Chairs report and Allocation report.

JANUARY

- Include the meeting minutes from the previous month in the newsletter.
- Sustaining coffee

FEBRUARY

- Include the meeting minutes from the previous month in the newsletter.
- Check with Ragin' Cajun Chairs for details and the Vice-President for the date of the "Get Acquainted Social". Mail/Email the newsletter to all Sustainings and Honorary Sustainings, this is their invitation to the social.

MARCH

- Include the meeting minutes from the previous month in the newsletter.
- The March newsletter (should be emailed no less than 10 days prior to the April meeting, per the constitution). It should be sent to the entire membership: Sustainings, Honorary Sustainings, non-residents and active members. It should contain the list of Proposed Provisionals, (as they have until April 1st to accept), Ways & Means options, projects to be approved, and the nominating committee's slate of officers. You should also list any details regarding Ragin' Cajun and the Luncheon.

APRIL

- Include the meeting minutes from the previous month in the newsletter and information about Ragin' Cajun and the Luncheon.
- This newsletter should list those proposed ladies who accepted Membership.

MAY

- Include the meeting minutes from the previous month in the newsletter.
- This newsletter should be sent to the new Provisionals that have accepted membership and remind everyone that we are signing up for projects. It should also include the date, time and place of the luncheon.

TREASURER

The Treasurer shall be the custodian of the funds of Junior Service League. She shall collect all dues and assessments and receive all sums and donations. She shall disburse the money of the League in accordance with the budget and expenses not provided for in the budget shall be paid only upon the order of the Executive committee.

The Treasurer should attend all board and general meetings and bring the checkbook with her to those meetings. She should timely issue checks to League members for authorized receipts from immediately to within 48 hours of notification of payment due. The treasurer should notify the executive board of outstanding dues owed at the September meeting.

The Treasurer needs to sign signature cards at both banks on League accounts, having the President co-sign. All funds received by Junior Service League will be deposited TIMELY by the Treasurer in the Operating Account or Ways & Means Account at Arvest Bank. The Treasurer will pay all bills approved by the Board or as statements are received. She will receive a key to P.O. Box 3036 and should check it at least once weekly for money or bills received.

If an active member has failed to complete hours (not including project hours), the Website Chair may create a PayPal bill for that member to pay for their hours with the awareness of the Treasurer. Provisionals may not pay for hours. Ways & Means hours should be paid for within one week of the conclusion of an event.

The treasurer should try to be available for photographs with President or other members when League is giving out checks that they have allocated money for, including scholarships.

JUNE

- Post dues payments to record any changes of status. File accordingly.
- Send statements to those members whose dues have not been received by June 1, noting that dues not paid by September meeting will be assessed a \$15.00 penalty.
- Receive books from past Treasurer, after audit is completed.
- Meet with Executive Board to set up budget for new year. This meeting is set by the President.
- When the person in the position of Treasurer changes (every 2 years), the new Treasurer must register as the associated person to handle the bank account.

JULY/AUG.

- Pay yearly Chamber Dues & PO Box Renewal Fee **Due July 20th**
- **File Oklahoma Sales Tax Report (\$0) by July 15th (MUST be filed!!) Send copy of filed report to Audit Committee and President by July 15th.**

SEPTEMBER

- **Submit a form of the 990 Federal Annual Tax Return to IRS by September 15th. Send copy of accepted submittal form to Audit Committee and President.**

- At meetings, request outstanding dues, with \$15.00 penalty. Have letter ready at the meeting for those who have not paid, advising members to pay. At the end of the meeting hand letter with penalty to those who did not pay. Letter should clearly state that they will be dropped from the roll due for non-payment of dues if not paid by October 1st as stated in the Constitution.

OCTOBER

- Notify Recording Secretary of those members dropped from roll due to non-payment of dues by Oct. 1 as stated in the Constitution.

NOVEMBER

- Renew Sales Tax Permit (must be renewed every 3 years; last renewal was November 17, 2017).

JANUARY

- **Submit Oklahoma Sales Tax Report and pay for Pumpkin sales by January 15th. Send copy of filed report and receipt of payment to Audit Committee and President.**

APRIL

- Send the Sustaining dues statement one month prior to the luncheon. Send statement via mail for those that have asked for paper mailings and statements via e-mail to all other Sustainings.

MAY

- After May meeting prepare financial statements: one Operating and one Ways & Means. Balance on reports should agree with checkbook balance. Make copies of reports to be available at least three days before the Spring Luncheon.

- Any member who falls short of required hours by April 30th should be given to Treasurer so she can send a letter/email informing of fines due.

JUNE

- Finish books so they include all expenses from the year and Luncheon. **Complete a form of the 990 form for JSL annual records (not to be filed with IRS).**
- Take the balanced books to the CPA chosen by League for audit and tax return; sign and mail it. Retain one copy for your files and one for the President. Give books to the new treasurer. **In the event an outside CPA is not engaged, the Treasurer is responsible for the timely filing of the appropriate IRS prescribed form (refer to September tasks) **

PARLIAMENTARIAN

(LUNCHEON CO-CHAIR WITH SOCIAL CHAIRMAN)

The Parliamentarian will be the immediate Past President and will serve as a non-voting member of the Executive Board. She will act in an advisory capacity to interpret the Constitution and keep the rules in order. She is in charge of the Nominating Committee.

JANUARY

- Create the list of nominees for the Nominating Committee,
- and present to the Board and General membership.
- Begin planning Spring Luncheon with the Social Chairman

FEBRUARY

- Preside over voting on Nominating Committee slate.
- Give opportunity at Board and General meetings for membership to submit names for officer nominations.
- Chair Nominating Committee at its first meeting. Recommendations should be discussed for nominations. Create a list in order of preferred names to serve in office, and distribute the list with the Committee members to contact throughout the month.

MARCH

- Nominating Committee should have its second meeting. Discuss results of contacts made with recommended names to serve, and create slate to present to membership.
- The proposed slate of officers must be delivered to the Corresponding Secretary in time to be delivered to the membership at least 10 days prior to the April meeting.

APRIL

- Preside over vote on slate of officers.

AUDIT COMMITTEE

The job of the Audit Committee is to annually give closure to the Treasurer and set a starting point for the new year's activity. This committee is the primary tool to insure and improve the integrity of our financial procedures. Your information resource will be the Parliamentarian and current and past Treasurer.

You must be willing and able to meet as needed to **complete the Audit by the May JSL meeting**. Please refer to the Audit Committee notebook for details on completing the yearly JSL Audit.

JUNE

- One Audit Committee Member needs to have a duplicate copy of the bank statements sent to their home for their duration on the Audit Committee. This relieves that Treasurer from the task of sending a copy to the Audit Committee each month. Also, ask Treasurer to write in the memo of each check what the payment is being written to fulfill. The Committee

needs a report of income and expenditures from each Ways and Means Committee after the event.

JULY

- Verify receipt of Oklahoma Sales Tax report filed by Treasurer by July 20th. (\$0 but report MUST be filed).

(DELETED SPACE) AUGUST

- Verify paid receipt of yearly Chamber Dues & PO Box Renewal Fee by Treasurer.

SEPTEMBER

- Commence work as committee.
- Verify receipt of submitted and accepted IRS form of 990 Tax Return by September 15th from Treasurer.
- Verify that KOS Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures.

OCTOBER

- Verify that Pumpkin Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures.

NOVEMBER

- Verify receipt of Sales Tax Permit (must be renewed every 3 years; last renewal was November 17, 2017).

JANUARY

- Verify receipt of PAID Oklahoma Sales Taxes on Pumpkins by January 15th from Treasurer.

FEBRUARY

- Verify receipt of PAID Liability Insurance by February 6th.

APRIL

- Verify that Ragin Cajun Chairs have given you a copy of their ledger stating amounts deposited into Ways & Means and Money Market and expenditures. End of fiscal year.

MAY

- Present annual audit report at meeting. Coordinate with treasurer to make sure 990 form is prepared as it is due in September. Beginning of fiscal year.

CIVIC AND WELFARE

The Civic and Welfare chairperson is responsible for attending Board meetings and serving as the liaison between the community and League. She is responsible for publishing information about the grant applications, timely enough for the applications to be received and returned to League for the fall and spring allocation committee meetings. If a civic or community group desires a Junior Service League member present at one of their meetings, it is the Civic and Welfare chairperson's responsibility to attend and explain how League works and contributes back to our community, or to find another person to represent League. She is responsible for the Allocations committee. As chairman of this committee, she is responsible for making sure that the applications are posted on the JSL website, schedules meetings, and communicate with the President, Social Chair, and Corresponding Secretary about the allocation meetings to encourage our members to attend the meetings. Although it is recommended that she attend all board meetings, she should attend board meetings the month before and the month of grant applications being due as well as the month of and after that allocations committee has met. Lastly, she is chairman of the Scholarship Committee and should attend board meetings the month applications are being given out and the month before and after the scholarship committee meets. She should follow the job descriptions for the Allocations and Scholarship committees.

ALLOCATIONS COMMITTEE

(HEADED BY CIVIC & WELFARE)

The job of the Allocations Committee is to appropriate monies requested of Junior Service League. The committee will consist of members who sign up in the fall and spring at our regular meetings. It is her duty to place notice of grant application available in the local newspaper and other appropriate media such as our website, and to announce it at JSL meetings. Grant Application deadline for the Spring is April 15th. Grant Application deadline for the Fall is October 15th. The information should be published at least 60 days prior to the deadlines of October 15th for Fall and April 15th for Spring and include where they can be obtained and the date that Grant Request Forms are due. As chairman of this committee, she is responsible for making sure that the applications are posted on the JSL website, schedules meetings, and communicate with the President, Social Chair, and Corresponding Secretary about the allocation meetings to encourage our members to attend the meetings. The committee should meet and decide on a recommendation for the allocation of monies (to whom, how much, etc.). The committee chairperson should find out from the Treasurer how much money there is available to allocate. Typically, Fall allocations are based on funds raised from Pumpkins and Spring allocations are based on funds raised from Ragin Cajun. The Chairperson will also need to find out from the Executive Board what monies they may have already given during the summer and in the early fall. **ENTITIES THAT APPLY AND ARE GRANTED MONEY SHOULD BE OFFICIAL 501c3 (See Article IX – Finance; Section IV of Constitution).**

SCHOLARSHIP COMMITTEE

(HEADED BY CIVIC & WELFARE)

The job of the Scholarship Committee is to appropriate scholarships to recipients based on applications received through the Shawnee High School counselor's office. Applications also need to be provided to the Website Chairman so the application is also available on the JSL website. The Civic & Welfare chairperson will solicit members for this committee at regularly scheduled Junior Service League meeting in February, and will schedule the committee meeting to allocate the scholarship money prior to the March meeting. It is the duty of the Civic & Welfare chairperson to have scholarship applications available at the Shawnee High School counselor's office by early October with a December deadline (usually the Friday before Christmas Break). The Civic & Welfare chairperson shall then make copies available to each committee member, who will review and rate the applications. At the meeting the scores are tallied, discussion is held and then a recommendation by the committee to the Board is determined. The amount of money allocated to scholarships is customarily determined by the amount raised at the Kick-Off Supper and should be confirmed by the Civic & Welfare chair prior to the scholarship committee meeting. At least one scholarship recipient should be selected to receive the Taylor Ricks Memorial JSL scholarship. In addition to the standard criteria used in evaluating the scholarship applicants' involvement in band & drama should be considered in selecting this award winner. Typically, the Taylor Ricks award is \$2,000, but should be at least equal to the largest award given in any year. The Civic & Welfare chair is responsible for communicating the scholarship awards to the Shawnee High School senior counselor and notifying all applicants. Additionally, the chair should notify Tonya Ricks of the Taylor Ricks Memorial scholarship recipient. The Civic & Welfare chair is also responsible for preparing JSL Scholarship award certificates and presenting them at the Shawnee High School awards ceremony, typically held in late April or early May.

SUSTAINING REPRESENTATIVE

In general, the role of the Sustaining Representative is in an advisory capacity. She is elected by the incoming President.

MAY

- Attend Spring Luncheon

AUGUST

- Attend Summer Social
- Help the Yearbook Chair to get yearbooks to the Sustaining members that paid their dues by June 1st.
- Communicate with the Treasurer to get the list of Sustaining Members that have not paid their dues and contact them. If dues are not paid by September 1st, they are considered late. If dues are not paid by October 1st, they will be dropped from membership and removed from JSL communications.

SEPTEMBER

- Attend Board meetings and general meetings the first
- Tuesday of each month through the month of May.

- Remind any sustaining members that have not paid dues that if not received by October 1st, they will be dropped from membership and removed from JSL communications.

FEBRUARY

- Host the Sustaining Tea. Junior Service League will pay for invitations. Paper invitations may be sent to sustaining members that paid dues (E-vites sent to Active Members). Members can bring food/drinks to offset cost. Call Sustaining members that have not responded to RSVP. Communicate with Scrapbook Chair to bring scrapbooks to the Sustaining Tea.

MARCH

- Co-host with the Vice President the Get Acquainted Social
- for prospective new Provisionals. JSL will pay for food and invitations.

APRIL

- Call Sustaining members that have not yet responded to their invitation to the Spring Luncheon. Sustaining members that have paid dues receive a complimentary lunch.
- Complete report for the yearbook and turn it into the Yearbook chair by May 1st.

PROJECT CHAIRMAN

The Project Chairman will answer calls from members with questions regarding their projects throughout the year. She is to communicate with the Board information regarding membership activity on projects. Year round, she should check with various agencies in Shawnee to find a variety of volunteer needs for the community. The project chair does not have authority to add any member to any project unless after sign up, there are still slots left. The project chair is responsible for following Article X-Standing Rules I and II. She is responsible for reporting to the President and problems she sees with any of the projects or members having difficulties with their projects.

JUNE

- Meet with all Project chairs, provide them a list of their project members discuss with project chairs, their responsibilities for the members on their project. Each chair should have guidelines or time lines for members to complete their projects. Advise of the meeting in October with Chairs to see that all members are completing hours as needed. Advise the Project chairs that members with 10 hours or less by the January meeting will need to come to the February board meeting to discuss their plans for finishing their hours. Advise each chair the importance of communicating any problems to you the minute they arise.

OCTOBER

- After the October meeting, the Hours chairman will provide you with the number of project hours completed by each member. Meet with all Project chairs to discuss problems with any project and make recommendations to correct or get any member on track.

JANUARY

- Form Project Committee to propose project options for next year. This can be done by passing out a sign-up sheet at the January meeting. When announcing this remind everyone how important this committee is as they will come up with the projects we work for the following year. Encourage them to provide you with any details about their current project or a new project if they cannot attend so that the committee can make informed decisions. Give them the date in February for this meeting so they can plan ahead.
- Hours chairman will provide you a list of project hours completed by each member, met with any project chairs that have members who have completed less than 10 hours for their project.

FEBRUARY

- Project Committee should meet. Date to be determined by Project Chair. Communicate with the Corresponding Secretary and Social Chair about dates and times for texts and newsletter.

MARCH

- Hand out the list of descriptive projects suggested by the Project committee. Preside over any discussion and answers questions that arise.
- Coordinate with the Corresponding Secretary a proxy to be included in the newsletter going out in March for the April meeting for those not able to attend the April meeting, allowing them to vote for new projects.
- Also have corresponding secretary remind members via newsletter that only excused members will retain their position in seniority for sign up at the May meeting.
- Take a poll on the suggested projects, asking for first, second, and third choices for members. This will help you determine how many slots to make for each project.

APRIL

- Bring extra copies of the project descriptions to the April meeting for those absent for the March meeting.
- Bring prepared ballots to this meeting and oversee the voting.
- Bring poll on projects for those who missed the March meeting.
- Prepare the sign-up sheet of all members (including new Provisionals) for the May meeting, using the poll to determine how many slots you need for each project. Indicate that if they wish to chair the project, they need to place a star by their name.
- Advise corresponding secretary to again remind members via newsletter that only excused members will retain their position in seniority according to section II of Article X-Standing Rules.

MAY

- Oversee the sign-up of the members for projects by seniority. NO member may sign up for another, unless the President, Vice-President, or Recording Secretary were called in advance advising of the absence. NO member may sign up out of order. After the meeting she contacts a person on each project to chair the project, keeping their experiences in mind. They in turn will receive a list of project members and will coordinate the activities of the project. Occasional follow-up calls should be made.

YEARBOOK CHAIRMAN

The yearbook is now on computer. Updates should be made to the Membership Lists and Past Presidents. New pages typed will include the Board of Directors, Proposed Budgets, and Annual Reports. She will also collect any updates to the Constitution and By-Laws or Job Descriptions, etc. if changes have been made. The Yearbook Chairman will order notebooks for the new Provisionals. Everyone, except new Provisionals, should only need copies of the Reports, Memberships, and Calendar sections. Completed copies should be ready by the Summer Social and given to all classes of membership. The President will help with the collection of updates and shall examine a copy of the yearbook before it is submitted for printing. The Sustaining yearbooks have a cardstock front and spiral binding. Sustaining yearbooks should contain everything except the Job Descriptions.

Sustaining members that have paid their dues by June 1st will receive their yearbooks with the help of the Sustaining Representative.

PUBLICITY & SERVICE AWARENESS CHAIRMAN

The PUBLICITY CHAIRMAN is to promote League activities within the community and to show the community ALL that League does. Contact all sources of media attention available in Shawnee and report this information obtained and any information that could be useful for other promotions of League at the September meeting.

PUBLICITY FOR ALL FUNDRAISERS:

- Contact Lifestyles editor at Shawnee News-Star, Shawnee Sun, Shawnee Living. Either take picture of Chairman of Ways & Means to promote their event or contact the News-Star and Shawnee Sun to schedule a picture. Try to do this at least 3-5 weeks prior to the event. Also, provide a short written description of the event we are promoting, dates, times, locations, Chairman's names (for photo) and who to contact for tickets, pumpkins, etc.
- Contact KGFF for radio spots to promote the event
- Submit project information to Vyve Broadband to promote the event.
- Try to get those in photo to wear League shirt, Event shirt or League Apron when appropriate.

PUBLICITY FOR EVENTS OF LEAGUE THROUGHOUT THE YEAR:

- Make sure that all Ways and Means events with pertinent information and contact for that event is listed on the City of Shawnee Calendar of Events and the Chamber of Commerce Calendar of Events.
- Obtain list of who is project chair for each project from Project Chair. Throughout the year take pictures of at least one League member, more if possible for every project we volunteer for, have it published in paper, along with the number of hours league members will provide for this project. (Example # of members on project times the 20 hours each will do.) Give the photos to the Historian, when you are done. If the newspaper takes the pictures, make sure the article gets to the Historian.

- Put as many pictures and articles that the newspaper will allow.
- Some projects could have some special report in the newspaper.
- Take pictures at Sustaining Coffee, Provisional Tea, and Summer Social and write a short article and have it published.
- Take pictures at Luncheon of new executive board and new Provisionals and have it published. Provide the names of the people in the photos for the paper. (If all are not in attendance the photo may have to be done at a meeting.)
- Take pictures or arrange for the papers to take photos when we are giving out any money and have it published, including scholarships.

EXAMPLE OF PHOTOS NEEDED MONTHLY:

MAY

- Scholarships given out
- New Provisionals photo taken at Luncheon (if all are present)
- New officers photo taken at Luncheon
- Take photos at luncheon

AUGUST

- Photos taken at Summer Social at Summer Social take photo of new Provisionals if not taken yet photos taken with Kickoff Chairs for paper and article written get with Shawnee Living Magazine for information on Kickoff, KGFF Radio, Shawnee Sun, Shawnee News-Star, Shawnee Shopper and any other local media available.
- Photo with Salvation Army back pack project members and article of volunteer hours.

SEPTEMBER

- Photo of all new Provisionals if not taken yet
- Photos from Kick-off supper work

OCTOBER

- Photo with Pumpkin chairs and article written, same as above
- Photos from pumpkin project work

NOVEMBER

- Photo for all checks given from fall Allocation Committee

DECEMBER

- Photos from Angel Tree project and article written on volunteer hours

FEBRUARY

- Photos from Sustaining Coffee and article written, same as above

MARCH

- Photos with Ragin' Cajun chairs and article written, same as above
- Photos of "Get Acquainted Social" and article written

APRIL

- Photos from Ragin' Cajun work

SERVICE AWARENESS CHAIRMAN needs to work with Hours person and Ways & Means chairs for information on members that have really gone out of their way to support league. Including other things that members do for this community. To purchase small, but meaningful gifts and present those at the meeting as well as report to the board and general meeting of those members' accomplishments. She does not have to attend all board meetings, however the board would like to know of the members she plans to recognize.

- Promote well-being and motivation among League members.
- Recognize members monthly who have made a special contribution to the organization during that period.
- Turn in receipts for gift to Treasurer.

LUNCHEON CHAIRMAN

(HEADED BY PARLIAMENTARIAN & SOCIAL CHAIRMAN)

- Review the budget allotted before deciding on the menu, theme, and decorations.
- Select the site in January in order to reserve for the luncheon, being careful to avoid Mother's Day weekend.
- Decide on menu, theme, and decorations.
- Design and order invitations, which should be mailed out in late April.
- Decorate the day of the luncheon.
- Take down the decorations after the luncheon.
- See that the Treasurer receives the bill from the luncheon site.
- Reserve seating for Sustaining Members.
- Coordinate with Treasurer to make the Treasurer's Report available at Luncheon.

SOCIAL CHAIRMAN

(LUNCHEON CO-CHAIR WITH PARLIAMENTARIAN)

- Contact the meeting location and guarantee the room for the general meetings and board meetings for the first Tuesday evening of each month. If needed clean up before and after meetings. If wanted, appoint members to bring refreshments to the meetings.
- Setup Text Message capabilities to remind members of current events.
- Bring name tags for each member to meetings and functions and make sure they all wear them.
- Turn in receipts for name tags to the Treasurer.

- Spotlight two Provisionals and two active members each month starting with the Board members they need to know first (Kickoff, etc.)
- Promote members to get to know each other better via short fun get to know member games during the general meetings.
- Work with Parliamentarian to present Spring Luncheon
- Instruct new members at the Summer Social and meetings to join the JSL text group by texting @jsl to [971-205-6028](tel:971-205-6028). Send out text message reminders for meetings and all other functions.

WAYS & MEANS CHAIRMAN

The primary duty of the Ways & Means Chairman is the RAISE MONEY for League to give back to the community. When planning your event, consider every option to save money, donations in part or full, corporate sponsors, discounts, advertising properly, checking prices before purchasing items. Organization is the most important thing on a Ways & Means Project. Try to purchase all items before the event, by carefully looking over what is needed. Assign one specific person to purchase a group of things like paint brushes, paints, bread, butter, etc. The less people you have out making purchases the more cost efficient you can be and not waste money.

It is the duty of the Ways & Means chairs to attend the three board meetings prior to their project (if possible) and advise of details planned for their event. She should follow Standing Rule IV for all purchases. She should also attend the Board meetings after the project, until a full and final report can be given on the project to the Board.

She should remind member at least one month prior to sign up (if possible) and coordinate with the Corresponding Secretary details to put in the newsletter, including the importance of member attending the meeting for seniority sign up rule. It is also her duty to call those absent and get them sign up for duties.

- Assign duties and see that they are carried out.
- Make detailed reports of each project, including supplies bought and amount they cost and vendors that gave special discounts, etc.
- Work with the Publicity Chairman to ensure that your project has been publicized in the papers, radio, and magazines produced around Shawnee and that the publicizing is done timely for your event.
- Communicate to the Board her intentions regarding money, location, hours, commodity, date, etc.
- Active members not completing their Ways and Means hours need to be reported to the President and Hours Chair immediately. Active members that do not complete their Ways & Means hours need to pay for those hours within one week of the end of the project. Paid for hours count as completed hours and need to be logged on their hours sheet as such. It is important to let the Hours Chair know when a member has paid for hours.
- Provisional members not completing their Ways and Means hours need to be reported to the Vice-President and Hours Chair immediately. Provisional members may not pay for Ways & Means hours.
- Corporate Sponsors are very important on all Ways & Means projects. Do not wait until the last minute, because most businesses plan well in advance for the amount they are going to

disburse on special projects. Contact them 2-4 months in advance of the event and you will get better results and use them regularly for your event if possible, while trying to get new ones. Include Don's Plants and McArthur Street Storage on Corporate Sponsor advertising without cost to show them our appreciation of their generosity to JSL.

- **Send copy of ledger sheet to Audit Committee, President and Treasurer stating amounts deposited into Ways & Means and Money Market and expenditures.**

SCRAPBOOK CHAIRMAN

The Scrapbook/Historian Chairman is to commemorate the activities of League throughout the year. She is to work with the Publicity chair and chairs of each project to ensure that photos are taken of ALL activities that League is involved in.

To obtain historical information from the scrapbooks and present something interesting at each meeting about league. (Year they had biggest number of provisional, year contributed most money, interesting or funny details about leagues past, etc.)

- Laminate the pages of the previous year's scrapbook. Check for complete coverage of the activities of the previous years, ask members for photos or other items needed.
- Take scrapbook to each Sustaining Tea, Spring Luncheon and Summer Social.
- Take pictures at all special functions. (Summer Social, Kickoff Supper, Pumpkins, Sustaining Coffee, Get Acquainted Social, Ragin' Cajun, Luncheon, etc.)
- Save clippings from newspaper articles
- Save invitations and other mementos.
- Bring a different scrapbook to each meeting (of your choosing) to allow members to see League's history.
- Give a report at Board and/or General meetings of items needed to make the scrapbook complete or interesting things found in League's history.
- Compile saved materials into scrapbook.
- Turn in receipt for expenses to the Treasurer.

MEMBERSHIP & HOURS CHAIRMAN

The Membership Chairman assists the Recording Secretary in maintaining accurate records of League membership. Membership information is now available for all actives to edit on our website. In February, update those selected for the Nominating Committee.

- Update Membership Sheets in August, December, and May to indicate status, Project, demographic information, etc. Have members review their information at this time to update any committees they have been or are on.
- Make changes to Membership Sheets whenever a change in status or demographics occurs. (This is very helpful for Ways & Means chairs, when they are determining who all is available to work.)
- Compile a list of Junior Service League members for the Honorary 50-year Sustaining Member status. The 50-year Honorary Member status is determined by reading the minutes and

finding when the member went sustaining and adding 40 years. This makes 50 years of active service. (It is not the year the member was a provisional.) Add members going sustaining this year to the list.

- Provide Spring Luncheon Chairman with the honorary 50-year members to be honored at the luncheon.
- Inform Yearbook Chairman of any change in status.

HOURS CHAIRMAN: Hours information is now available online for active members to edit and keep track. Hours Chairman should remind members to post their hours using Facebook, newsletter, or text and at meetings. If members are absent or fail to report hours, the Hours Chair should give them a courtesy call to keep their hours up to date. Active members not completing their Ways and Means hours needs to be reported by the Ways and Means Chairs to the President and Hours Chair immediately. Active members that do not complete their Ways & Means hours need to pay for those hours within one week of the end of the project. Paid for hours count as completed hours and need to be logged on their hours sheet as such. It is important for the Hours Chair know when a member has paid for hours. Provisional members not completing their Ways and Means hours needs to be reported by the Ways and Means Chairs to the Vice-President and Hours Chair immediately. Provisional members may not pay for Ways & Means hours.

Immediately after the November and January meetings (1-week maximum) she provides a list of the hours recorded for the Provisionals to the Vice-President and Provisional Advisor so that they can ensure that they complete their hours timely. After the January meeting a list of anyone who does not have at least 10 of their project hours completed should be given to the President and the projects chair. Provisionals must have 35 hours before February 1st. In the spring, immediately after the March meeting, she adds each member's hours and notifies the President of anyone she anticipates will fall short of the 15 project hours and number of overall hours as assessed by the Board. Any member who falls short of required hours by April 30th needs to be contacted regarding the shortage of hours and then should be given to Treasurer so she can send a letter/email informing of fines due. By the Spring Luncheon she tabulates all hours, reports those totals to the President timely so it can be included in their report at the luncheon and she makes a report for the yearbook.

PROVISIONAL ADVISOR CHAIRMAN

This is a support position to the Vice President. She is to assist in overseeing the activities of the Provisional Class. She should attend special meetings with the Provisional class, be available to the Provisional members to answer questions, and support them in their endeavors. It is her job to keep the provisional class informed of the meetings, socials and any other expectations as well as what is required as a provisional from month to month. Any and all information passed on to the provisional class should be endorsed by the VP. The VP should be kept informed of all communications or concerns from the provisional class. She should attend all provisional meetings. Perform any duties pertaining to the provisional class that may be assigned by the VP during the year. She is to contact the Provisionals during the summer, prior to the summer social to see if they have any questions, encourage them to attend the summer social and advise them that they will have a short meeting with them during the summer social. Give Provisionals T-Shirts and provide each girl with an outgoing member for sales contacts. Immediately after the November and January meetings the Hours chairman will provide you and the VP with the hours

that have been reported by the Provisionals. If you do not receive this report contact the Hours chairman. Provisionals must have 35 hours before February 1st and are *NOT* allowed to pay for hours. Use this report to get them on track with any areas that they are having problems with. At various times, the Vice-President will meet with the Provisionals after meetings, you should be available to attend. In April, she and the Vice-President will meet with all Provisional to review the skit and check on their hours. In May, she will recognize Newly Active Members at the luncheon and May Meeting. At the May meeting, she will lead the new Provisionals in the pledge. The Provisionals are in charge of planning the Summer Social the August following the completion of their Provisional year. It is important for them to consider special seating for the Sustaining members where they can sit, see and hear.

WEBSITE CHAIRMAN

The job of the Website Chairman is to maintain www.jslshawnee.org. She will upload current pictures of events from members and post the Grant Applications during the necessary times. She will also maintain the JSL Gmail account and make sure it is forwarding to the current President. She creates PayPal buttons on the webpage for dues and Ways & Means events. The Website Chairman will work with the Membership Chair to have updated copy of the hours' cards and membership spreadsheet available to all members on the Member tab. She also works with Treasurer to monitor the PayPal account. If an active member has failed to complete hours (not project hours), she may create a PayPal bill for that member to pay for their hours.