

## Women's Canadian Club London Committee/Officer Descriptions

**YOU** are needed as a volunteer on the Women's Canadian Club London Board of Directors or on Non- Board committees! If you'd like to join a great group, meet new people, learn new things and have fun, this is the volunteer activity for you. Below, you will find brief descriptions of the duties of **Committee Members** on Board committees. Please note that the times listed are estimations only.

If you'd rather not participate in helping to shape the Club at the Board level, we welcome **Non-Board Volunteers** on many of our committees. These volunteers do not attend Board meetings and will serve a term of one year, which may be renewed annually. \* Non- Board volunteers are welcome on the starred committees.

The Board meetings are held three times per year (October, January and June) on a Monday at various locations. Time required — 3.5 hours/meeting.

Committee meetings, when necessary, are held virtually, or at the homes of the committee chairs. The number and length of time of committee meetings vary depending on the committee. The number of hours required on an annual basis included with the description is an estimate only.

\*\* Should you be interested in sharing some of your time by joining the Board and/or serving on any of the committees outlined, please **contact Immediate Past President Sharon Miller at 519-870-0544 or by email [grandmasharon.sm@gmail.com](mailto:grandmasharon.sm@gmail.com)**

### **Board Committees:**

#### **Archives:**

Interacts with Western University Library to maintain WCC London archival files.

Number required on Committee — 1

Status: Currently serving - 1

Time required — 4 to 5 hours/year

#### **Audit:**

Meets with the Auditor or accounting firm annually in the autumn to review the Treasurer's Financial Report.

Ensures that the Auditor approves of the financial record-keeping of the Treasurer and that necessary controls are in place for correct reporting of Club finances. Reports to the Board of Directors at the October board meeting.

Available for any additional responsibilities related to the Club's financial reports.

Attends the May meeting of the Finance Committee.

Number required — 1

Status: Currently Serving - 1

Time required — 15 hours/year

Bookkeeping/Accounting experience is required.

#### **\*Community Service:**

Builds relationships with other community organizations.

Supports charitable causes as designated by the Board by ensuring that items collected (currently TVCC aluminum tabs program; London Food Bank donations of food or money; My Sisters' Place, donations of gift cards, money; Byron Legion Poppy Fund (\$100) are received and delivered to the respective charities.

Number required — 4

Status: Currently serving - 3

Time required — 5 to 8 hours/year; ongoing

Effective communication skills are necessary.

#### **Constitution and Responsibilities:**

Reviews the Constitution and Bylaws every three years or at any time as determined by the Board of Directors.

Number required — 5-6

Status: Currently serving - 6

Time required — 4-6 hours/year

Knowledge of policy writing is an asset.

#### **Membership:**

Sells memberships and single tickets at the Spring Luncheon and at each monthly-event.  
Number required — 6 Status: Currently serving - 5  
Time required — 8-10 hours/year; ongoing  
Technical and good communication skills are helpful.

**\*Photography:**

Takes photos of the Guest speaker, Youth speaker and members at each event.  
Number required — 2 Status: Currently serving - 1  
Time required- 8 hours /year; ongoing \*\* Photography skills are helpful.

**Publicity:**

Publicizes the club's program through the media (community magazines, TV, radio, online) and by placing flyers throughout the city and district.  
Number required — 8 Status: Currently serving - 8  
Time required — 10+ hours; ongoing  
Marketing and good communication skills are helpful.

**Secretary:**

Is responsible for the timely recording and distribution of the minutes of all Board meetings, the annual General meeting, and other meetings as required.  
Maintains and circulates to Board Directors the annual Committees list and Board Directory at the June Board meeting.  
Sends monthly newsletters to members without email address  
Number required — 1 plus one to mentor Status: Currently serving - 1  
Time required — 20+ hours; ongoing  
Computer skills are necessary.

**\*Silent Auction:**

Raises funds up to 4 times a year for WCC London.  
Works with the Chair in the coordination and acquisition of donations.  
Volunteers at the Silent Auction tables.  
Number required — 7 Status: Currently serving - 5  
Time required — 12 hours  
Effective communication skills are helpful.

**\*Social:**

Arranges receptions for guest speaker, Board Directors, and invited guests following each general event.  
Organizes membership receptions following September, December and February events.  
Helps organize the April Past Presidents' reception.  
Number required — 6 Status: Currently serving - 4  
Time required — 12+ hours (2 hours/members' receptions 3 times/year; balance of time required at guest speaker receptions and/or Spring Luncheon/Past President reception)  
Effective, positive communication skills are essential.

**Speakers:**

Obtains speakers for the following program year, with input from members.  
Communicates with potential speakers about presenting at events.  
May introduce a speaker at one of the events.  
Number required — 8 Status: Currently serving - 8  
Time required — 15 to 20 hours/year (meetings held summer - Feb.); ongoing  
Knowledge of current issues, speakers who are experts in their field, and an interest in promoting the club through our speakers is helpful.

**Sponsorship:**

Seeks support for the WCC London through the acquisition of business and organization sponsors. Sponsors may be annual or event specific. Committee members may approach new potential sponsors to recruit new sponsors, and may work with other Directors and non-voting members in this initiative.

Number required — 8

Status: Currently serving - 8

Time required — TBD

Effective communication skills are essential.

**Spring Luncheon Registrars:**

Receives spring luncheon registrations at the February and March program events and through the mail. Enters the registration data into a database.

Creates reports from the database to give to the caterer, social chair and treasurer.

Creates a committee to add table numbers to the tickets, and to mail the tickets.

Number required — 2

Status: Currently serving - 2

Time required — 30+ hours each, February to April

Computer knowledge is essential.

**Technology/Online Media:**

The scope of responsibility for technology/online media includes the website, Social Media Sites (not content), Zoom and other online media WCCL may use.

Ensures technology/online media used by WCC London works as required (e.g. Zoom) within the available functionality.

Liaises with other WCCL committee members who need content updated or added to the website.

Number required — 2

Status: Currently serving - 1

Time required — 20+ hours

Computer and website content management experience are essential. Must understand databases or be willing to learn.

**Treasurer:**

Works collaboratively with the President and officers to support the Board in achieving its fiduciary responsibilities.

Keeps financial records and presents financial statements to the Board.

Prepares an annual budget with the Finance committee and presents it at the June Board meeting.

Number required — 1 (1 more to be mentored)

Status: Currently serving - 1

Time Required 40 — 60 hours/year

Accounting/record keeping experience necessary.

**\*Welcome:**

Your welcome smile is needed to greet members, guests at the ballroom doors at each monthly event. You will check membership cards, collect single tickets and guest passes, and answer questions.

Number required — 8

Status: Currently serving - 6

Time required — 8 to 9 hours/year

Effective communication skills are necessary.

**\*Youth Focus:**

Compiles a list of youth speakers for 5 program events.

Arranges for Emerging Leaders and Kiwanis Festival recipients to present, and receive their awards.

Contacts potential speakers and obtains a brief biography of each speaker.

Greets and introduces speakers.

Accompanies the speaker and family to receptions.

Number required — 8

Status: Currently serving - 6

Time required — 8 to 10 hours/year; ongoing

Effective communication skills are necessary.