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# Guidelines for all Committees

Creates a roster of committee members to be given to the President and Placement by July 1.

Submits Pink Book updates to Office Committee ([officewrjsl@gmail.com](mailto:officewrjsl@gmail.com)) by July 1st.  This includes the names of Chair(s), committee members, sustainer-advisor, and any scheduled meeting dates and locations that are required to be included in the Pink Book.

Submits completed WRJSL Committee Budget Form to Treasurer ([treasurer.wrjsl@gmail.com](mailto:treasurer.wrjsl@gmail.com)) by August 1st.

Submits inputs/updates for the monthly Minutes to the Recording Secretary by each Sunday following the monthly Board Meeting.

Keeps a detailed notebook of committee activities, correspondence, and expenditures to be passed to the next Committee Chair(s).

Reviews current Policy & Bylaws and submits suggested updates to the Policy & Bylaw Committee ([wrjsl.policyandbylaws@gmail.com](mailto:wrjsl.policyandbylaws@gmail.com)) by March 1st.

Prepares a summary of committee year in review and submits to Office Committee ([officewrjsl@gmail.com](mailto:officewrjsl@gmail.com)) by the fourth Thursday of May.

Committee Chairs of Standing Committees, Ways & Means Projects, and other appropriate meetings, etc., should keep an attendance list of their meetings. They should then submit to the Placement Chair any members who do not attend their meetings or have not fulfilled the duties of the committee.

The Chair or any committee member may call for a written ballot when making a committee decision and/or taking a vote.

# Admissions Committee

The Admissions Committee is made up of members who understand WRJSL’s purpose and philosophy and are sound and judicious in their considerations and objective in their judgments.

1. Duties of the Chair(s)
2. Is responsible, with the committee, for educating the entire membership in Admissions philosophy and in their individual obligations to the Admissions activities.
3. Assures that Admissions procedures are followed:
4. Applications are accepted until May 15th for the upcoming Provisional class.
5. Applications that arrive after May 15th may be considered for inclusion into the current class and will be approved for such class by the President and the current Admission Co-Chairs.
6. If the application is not included in the current class, it will be held for the next admission period.
7. Late applicants are those who apply for membership after the application deadline and before the July 15th deadline. The outgoing Co-Chairs and committee must take the following steps:
8. At least one member of the Admissions committee will interview a late applicant.
9. Late applicants shall be elected by majority (1/2 + 1) vote of the Admissions committee.
10. The Admissions Chair(s) will inform the Board of any approved late applicants.
11. The Admissions Chair(s) will then notify the Provisional, Office, Placement, and Meeting Management Chairs, the ~~Recording~~ Secretary, and the Treasurer of late applicants.
12. Conducts an orientation meeting of committee members to explain duties including recruitment ideas, application procedure, candidate selection, and the Open House.
13. Revises Admissions forms and recruitment literature (like business cards and rack cards) and distributes to WRJSL members for them to help in the recruitment of candidates.
14. Prepares an Introduction to WRJSL Packet including an application to be passed out at the Open House and to any prospective member.
15. Presents all Admission forms and related material to the committee for review.
16. As names of potential candidates are received, acknowledges their interest with a letter inviting the woman to any General Meeting. Also includes in the letter dates of other meetings and/or events hosted by WRJSL and mails Admission packets to them.
17. Keeps the committee notebook up-to-date and is responsible for all Admissions files, including a confidential list of rejected candidates. Also keeps a record of candidates invited to join who were unable to accept, with the reasons for not accepting, in the chance of inviting them to join next year.
18. Makes arrangements for the Open House and confirms the availability of the President and the Provisional Co-Chairs.
19. Invites Executive Officers (President, Vice-President), Placement Chairs, Provisional Chairs, and guests to the Open House.
20. After the Open House, sends the list of candidates who have accepted (including their name, address, phone, and email) to the following people, immediately after the prospective member accepts:
21. Treasurer
22. Office Chair(s)
23. Provisional Chair(s)
24. President
25. Placement Chair(s)
26. Sustainer Trustees
27. Admissions Chair(s) provide Sustainer Trustees with names of incoming Provisionals so they may be invited to the May Dinner.
28. Duties of the Committee
29. Operates throughout the year.
30. Adheres to membership and provisions of the WRJSL regulations pertaining to admissions.
31. Discusses committee business in full, free, frank, and confidential terms.
32. Considers each candidate for her own qualifications, not in comparison to other candidates.

a. Some considerations for denial of membership would be anything that:

1. Requires this organization to seek legal counsel. (WRJSL cannot at any time take any financial risk using Administrative Funds for an individual.)
2. Requires stipulations to function within this organization or community and Placement Agencies.
3. Requires WRJSL to notify any of the approved Placement Agencies regarding the individual’s circumstances or background.

b. If the Admissions form was filled out incorrectly or information has been withheld from the application, the current Executive Board and Admissions Co-Chairs will decide the outcome of the member or prospective member’s status using the above criteria as a guideline.

1. Elects candidates to membership by a majority vote of committee members in attendance.

# Community Research Committee

1. Duties of the Chair(s)
2. Assure that all committee members are aware of confidentiality and conflict of interest requirements.
3. Assign committee members to interview each agency seeking funding.
4. Maintain record of total dollars funded and distribute when requested.
5. Assure that agencies given funding provide a report within six months of funding or a prearranged date.
6. Ensure that if money is not used within the six-month funding period or prearranged date that the money is returned to the Community Fund.
7. Receive requests for Discretionary Fund disbursement and present requests to the committee.
8. Maintain past funding information for the committee.
9. Inform general membership of the committee’s research recommendations in the November and March minutes.
10. Consult with the Finance Chair on fund allotment.
11. Maintain annual LEAF scholarship information and assist President in the process.
12. Duties of the Committee
13. Reviews grant requests and ascertains if they meet criteria.
14. Schedules interviews, records, and presents to the committee information gathered through interviews.
15. Votes to determine how grants will be distributed.
16. Assists in preparing reports to the general membership.
17. Recommends to the Board any approved Discretionary Fund requests.
18. Explores WRJSL projects, makes recommendations to the Board for their approval, and informs the general membership.
19. Determines December event/Christmas Brunch donation organization and administers project.
20. Determines every other year whether to fund representative to Leadership programs.
    1. Evaluate this program during the spring funding cycle of every other year.
    2. Determine the current fees for each of the leadership programs and decide if funds are available from the Community Fund to pay a total or partial fee.
    3. Recommend to the general membership the committee’s decision to sponsor or not to sponsor a candidate for the fall of that year.
    4. Present a ballot and recommendation of funds to the general membership. The vote shall take place at the time of the spring funding ballot.
    5. Set a deadline for submission of candidate’s application for an appointment to this position.
    6. Assemble a special committee to choose a candidate for the Leadership Program which the President, as a non-voting member, shall chair. This committee will include the Vice President, Placement Chair(s), Nominating Chair(s), Community Research Chair(s), and the past Leadership representative.
21. Determines if WRJSL will fund an annual LEAF scholarship.
22. Conflict of Interest

A member will be asked to abstain from the current grant period if they have a conflict of interest. This could be when the member works directly for the organization, is on the board of the organization, company or partner companies, or their company stands to gain financially from the outcome.  A member will be asked to abstain from voting during the Board/General meetings for the reasons stated above.  If the chairs are unaware of a conflict, the member should bring this to their attention before the meeting.

1. Criteria for Grant Requests
2. Grants shall encompass needs of Lake, Geauga, and Ashtabula Counties and show evidence of community need and support.
3. Requests should be compatible with current WRJSL commitments and in line with the WRJSL mission.
4. WRJSL prefers seed money approach rather than having a continued commitment to an organization for ongoing yearly expenses.
5. Procedures for Grant Request

1. Grant requests for funding shall be accepted by the Community Research committee twice a year by the following dates:

* 1. July 31 for the Fall funding cycle.
  2. January 1 for the Spring funding cycle.
  3. Grant requests submitted after these dates will not be accepted by the organization.

2. The committee votes on each grant request. Grant requests must be approved by three quarters (3/4) vote of those committee members present and voting.

3. Committee recommendations are presented to the Board for approval. Recommendations are published in the Board minutes for general membership review.

4. At the October and March General Membership meetings, the entire membership considers recommendations, holds final discussion and votes. Recommendations must be approved by a two thirds (2/3) vote of members present and voting at the General meeting.

5. Money shall be disbursed two times a year: for the fall funding cycle and the spring funding cycle.

1. Criteria for the Discretionary Fund
2. Community emergency need.
3. Emergency need is defined as an unanticipated need for funding.

H. Procedures for the Discretionary Fund

1. Chairs review and research discretionary fund requests and make a recommendation to the committee.
2. The Finance Committee will review the current financial statements, determine the amount available, and recommend this amount to the Community Research Committee.
3. The committee must approve the request by a three quarters (3/4) vote.
4. The request is then submitted to the Board for final approval.

# Endowment Committee

1. Duties of the Chair(s)
2. For specific details refer to the attached Endowment Policy.
3. Review the Heritage Endowment Guidelines. Address any needed changes with the committee.
4. Review existing asset management strategy, including diversification, for the endowment in collaboration with fund managers.
5. Present findings to the Board with any recommendations for approval. Submit the Fund reports in an annual report for inclusion in the WRSJL yearbook.
6. Facilitate quarterly fund reporting to the President, Treasurer, and general membership minutes.
7. Work with the fund management firm to follow guidelines put in place at the origin of the WRJSL Heritage Endowment should WRJSL be dissolved.
8. Decisions with respect to spending from WRJSL endowment funds shall be made in accordance with the endowment spending policy set forth in Appendix A.
9. Accept donations on behalf of the endowment, submits to Treasurer for deposit and documentation, and ensures each donor receives proper recognition. Chair(s) write thank you notes and share information with the Treasurer.
10. Duties of the Committee
11. Create an annual plan for securing both initial and long-term funding for the Endowment Fund from past WRJSL members, current WRJSL members, and community leaders and organizations.
12. Create the fund marketing materials used to solicit donations, working with Public Relations Committee and Fund Manager.
13. Recognize fund donors and Founding Fifty members in fundraising programs, at Board and General Meetings, on the website, and in marketing materials.
14. Responsible for selecting, recommending, continuing, or terminating funds allocation within the fund management firm’s portfolio. (Refer to Appendix A.)

Determination is to be made on a yearly basis based upon fund performance and other non-quantitative factors the committee deems necessary. Continuation or changing of the investment strategy will be presented to the Board for approval.

1. Treasurer and/or Chair(s)s mails/delivers a thank you letter for every fund donation. A copy of the letter is to be kept in the fund records/notebook. Chair(s) may also send a thank you letter/note.
2. Create a plan, working with the Ways and Means Committee, to build the endowment fund using community charitable fund-raising events.
3. Create an annual newsletter to inform all levels of membership of the activities and progress of the Endowment at Board and General Meetings and on the website.

# Finance Committee

1. Duties of the Chair(s)
2. Collects budget requests from committee chairs in preparing the budget for the next fiscal year and presents the annual budget for the new fiscal year to the Board for approval. Presents the approved budget to the general membership, for their information, at the September General Meeting.
3. Submits the budget and audited annual statements for inclusion in the Service League’s yearbook.
4. Is responsible for the Service League’s banking procedures.
5. Provides copies of proposed budget to the members of the Finance Committee.
6. Duties of the Committee
7. Helps to prepare the budget and determines the annual amounts to be allocated.
8. Determines the amount to be allocated to Discretionary Fund from the Community Savings Fund when a request is submitted.
9. Approves capital expenditures, if necessary.
10. Monitors the WRJSL checking and savings accounts monthly. Maintains the accounts to the following procedure:
    1. Community Fund checking account: Assure a minimum reserve balance of $10,000 remains in the Community Fund checking at all times. The balance of account after all fundraising invoices are reconciled (less the reserve) will be transferred into the Heritage Endowment Fund.
    2. Community Fund savings account: Assure that a maximum of $3,750 be maintained in account to be used for incidental emergency requests from the community.
    3. All Community Fund deposits will be transferred into the Heritage Endowment Fund and earmarked for use by Community Research during the two (2) grant cycles (Spring/Fall).
    4. Meet with the Endowment Committee annually, and as needed, to review Endowment Fund status and determine if adjustments to above procedures for transfer of funds into the Endowment need to be made.
11. Funding Methodology for Community Research Grant Cycles

The Treasurer will calculate the amount of money available for community grants based on the following standards:

1. If there is a Fall Event scheduled in the 3rd or 4th quarter of the Fiscal Year (Sept-Dec) and a Spring event in Quarter 1 or 2 of the next Fiscal Year (Jan-May):
   * 1. Treasurer will take one-half of the June 30th Community Checking and Savings account combined balance, less the reserve, and one half of the December 31st Community Checking and Savings account combined balance with a minimum reserve balance of no less than $10,000.
     2. The June net sum balance after above calculation will be applied to the Fall Grant Cycle.
     3. The December net sum balance after above calculation will be applied to the Spring Grant Cycle.
2. If there are two (2) fundraising events held in the same funding cycle period (Fall and/or Spring Grant Cycle periods):
   * 1. Treasurer will take one-half of the combined fundraising net balance calculated at the end of the Fiscal Year (June 30th) Community Checking and Savings account combined balance with a minimum of $10,000 held in reserve as remaining balance.
     2. The net sum after the above calculations will be applied as follows:

a. ½ of the sum will be applied to the Fall Grant Cycle.

b. ½ of the sum will be applied to the Spring Grant Cycle.

1. In the event there is only one (1) fundraising event planned for the calendar year (Jan-Dec) and no additional major fundraising event are scheduled during that calendar year then:
   * 1. The net funds of the event will be deposited into the Community checking account.
     2. The treasurer will take one-half of the combined fundraising net balance calculated at the end of the Fiscal Year (June 30th) or end of the Calendar year (Dec bank statement) depending on when the event occurred in that calendar year to determine the Fall and the Spring Fiscal Year grant amounts.
2. In the event there are insufficient funds to support a grant cycle, the WRJSL Board will convene to discuss appropriate steps.

# Historian

Duties

1. Preserves a record of the year’s projects and events:
   * 1. Takes photographs at WRJSL events and solicits them from members.
     2. Creates a digital scrapbook which includes a sample of photographs taken by the Historian or other members, highlighting the year’s events in the form of:
        1. A PowerPoint or other electronic presentation which can be shown at the May meeting and other occasions as needed.
        2. A PDF version which can be added to the WRJSL website.
   1. Collects newspaper articles (may be print or online and can be included in the electronic scrapbook).
   2. Includes images from flyers, handouts, invitations, programs, etc. in digital scrapbook.
   3. Works with an archivist or other agencies as necessary to protect and preserve the legacy of WRJSL and make it accessible to all.
   4. Ensures safe storage of all scrapbooks and other documents from previous years, both print and electronic.
   5. Adds current scrapbook/historical data.
   6. Updates “The History of WRJSL” yearly to include new past president, significant funding, special events, and awards received. Include list of “Community Fund Contributions” for the past year in the files.

# Leadership Programs

1. Duties of the Candidate
2. Be an active, transitional, or sustaining member as long as she is willing to commit herself to both the selected leadership program and to WRJSL.
3. Apply with a written statement attesting to the above as well as giving specific reasons why she should be considered and why she selected one of the three programs.
4. Be an ad hoc participating member of WRJSL Board for this year.
5. Be a participating member of Community Research Committee and Provisional Committee for this year.
6. Be available to other committees as necessary.
7. Be willing to attend all Leadership Program functions as our representative.
8. Be excused from any other placement for this year.
9. Provide current information about the community to the Board to investigate projects and possibilities related to community needs and resources of the basic segments of the community including business and economy, government, education, health and welfare, and culture and recreation.
10. Throughout her tenure, promotes membership to all women classmates telling them about WRJSL and inviting them to the Open House.

# Meeting Management Committee

1. Duties of the Chair(s)
   1. Ascertains that program is consistent with WRJSL’s objectives and purpose. Is mindful of topics and presenters to avoid political campaigning, religious promotions, or business sales.
   2. Confers with the President to set dates for General and Board meetings according to WRJSL commitments and holiday calendars.
   3. From the list of Board members provided by the President, coordinates meeting locations for each monthly Board meeting at a Board member’s home and assigns additional helpers to assist in preparing the refreshments, setup, and cleanup of the meeting locations.
   4. Prepares and sends a completed Board and General Meeting Schedule to the President, Sustainer Advisor, Placement Chairperson, and Office Committee.
   5. Sends thank you notes to Sustainer Greeters.
   6. Coordinates everything with the Meeting Management Co-Chair.
2. Duties of the Co-Chair
   1. Assists the Meeting Management Chair.
   2. Oversees the refreshment aspect of the monthly General Meetings.

3. Coordinates with the Chair the list of hostesses and helpers from the general membership of

active members and assigns them to a General Meeting. A hostess, who takes the lead, is designated for each meeting and helpers are assigned. The list of hostesses and helpers is provided to the Office Chair to be published in the September Board minutes. All active members are responsible for being a hostess or helper at one assigned General Meeting. If the helper is unavailable, she is responsible for finding her own replacement and notifying the Meeting Management Chair and Co-Chair. It is suggested the helpers label food such as “contains peanuts”, “vegetarian”, “gluten-free”, “dairy”, “meat”.

4. Coordinates Sustainer Greeters with Sustainer Trustees and provides the list of names to the

Office Chair for inclusion in the Pink Book. Sustainers should greet and ask for sign in sheets.

5. Confers with Meeting Management Chair on budget.

6. Coordinates the ordering of name tags for Provisionals with the Provisional Chair.

7. Is responsible for bringing temporary stick-on name tags to every General Meeting for

members who forget their traditional name tag.

8. Creates and brings to every General Meeting the member sign-in sheets. These sign-in sheets

are then given to the Placement Chair.

9. Works closely with the meeting helpers to coordinate overall meeting. Sends thank you notes

to Sustainer pourers.

1. Duties of the Committee

1. Volunteers for, or are assigned, to a monthly General Meeting.

Plans the assigned General Meeting including obtaining the speaker, refreshments, and location site ensuring there is Wi-Fi capability and handicap accessibility.

2. Provides full details of the location, speaker, and topic to the Chair by the assigned date for

inclusion in the Pink Book. Introduces the speaker/program at the General Meeting and acts as hostess before, during, and after the meeting. Speaker should offer a learning/fun 20–30 minute presentation, 20-25 minutes of a topic and 5-10 minutes for Q and A.

3. Sends thank you notes to the speaker(s) and location after the meeting.

4. Cleans up at the assigned General Meeting.

5. Special meetings to be aware of:

a) Community Research grants are given out at the November and April General Meetings.

b) Provisional introductions occur at the February General Meeting.

c) The Spring Fundraiser Kickoff takes place at the January General Meeting.

6. Consult with WRJSL committees and members to identify needs and interests as a basis for

planning the overall educational program.

# Nominating Committee

1. Duties of the Chair(s)
2. Notifies the President of completed slate at earliest opportunity.
3. Announces the completed slate in accordance with the date designated in the Bylaws.
4. Reminds the membership of the procedure for making independent nominations.
5. Indicates on ballot the term period each office position shall hold (i.e., President: 2 years, Vice President: 1 year, Treasurer: 2 years, Recording Secretary: 1 year, Corresponding Secretary: 1 year, Nominating Committee: 1 year).
6. Duties of the Committee
7. Operates throughout the year, noting leadership potential.
8. Prepares the slates for elective positions of the League.
9. Understands the Committee’s area of responsibility in relation to the total League.
10. Uses sources available to obtain knowledge and information about the potential leadership ability of each member. These include (a) placement files, (b) past committee member’s files, (c) comments regarding the performance of committee members from Board members and Chairs of special committees.
11. Deliberates wisely and carefully. Thoughtfully assesses individual ability and potential.
12. Is responsible for the continued education of the entire membership concerning the committee’s function and purpose, educates the membership to the significance of serving as leaders of the League, and the important role each member plays in the nominating process.
13. The Committee’s “alternate” member should attend the meeting in case another member of the committee is running for an elected position. During the discussion of that position, the person seeking the nomination must leave the room, and the alternate votes in her place. Also, in the case of an emergency, if a committee member is called away from the meeting, the alternate would be needed to vote in her place, thus avoiding the chance of a tie vote due to an even number of members left in attendance.
14. Procedures
    1. December and January
       1. The Chair(s) will review all Actives with Placement Chair(s).
       2. The Chair(s) will ask the President and membership for recommendations for candidates.
    2. February
       1. Nominating Committee will meet to review candidates and determine eligibility. This evening is referred to as “Nominating Night”. The committee will verify that each candidate has been contacted and has accepted the duties of the selected office and has agreed to run for office.
       2. Nominating Committee will certify the slate of candidates by a majority vote.
       3. The Nominating Committee Chair will notify the President of the completed slate (in the event the President is not in attendance).
    3. March

Present slate at the March General Meeting. At this time, also ask members present if any additional names should be considered for the ballot. The candidate’s prior consent is necessary before their name can be added as a “write in”. The Nominating Committee Chair will confirm with a “write in” candidate that they agree to the nomination. The Nominating Slate will be emailed or mailed with minutes, according to the bylaws.

* 1. April

Vote will be taken at General Meeting on a printed ballot or electronic ballot if using Zoom.

D. Elected Positions - Officers

a) Yearly: Vice President, Recording Secretary, Corresponding Secretary.

b) Odd Year: President.

c) Even Year: Treasurer.

# Office Committee

1. Duties of the Chair(s)
2. Works with Treasurer to maintain membership roster.
3. Compiles additional information from Board of Trustees to produce WRJSL’s Directory, the Pink Book.
4. Provides Pink Books to Provisional Chair(s) to distribute at the Provisional welcome.
5. Distributes Pink Book to general membership.
6. Compiles Yearbook from Board of Trustees reports and distributes to President and Historian prior to the June Board Meeting.
7. Purchases paper supplies necessary for correspondence and stationery used by WRJSL members and any other office materials, other than those needed and bought by the Executive Board Secretaries.
8. Keeps a record of all additional expenditures.
9. Oversees the distribution of mail to appropriate parties.
10. Responsible for WRJSL’s Zoom account.
11. In association with Finance and Ways & Means Chairs, directs the annual inventory of storage.
12. Duties of the Committee

Assist Chair(s) as needed

# Placement Committee

1. Duties of the Chair(s)
   1. Annually reviews and updates the “What Every Member Should Know” document to keep it consistent with the current Policies and Bylaws of the League. This document should be distributed to the entire membership each fall and kept current on the website.
   2. Assigns to each Advisor the active members, transitional members, and those on leave of absence for whom she is responsible.
   3. Supervises the interviewing, placement, and follow-up of all active and transitional active members.
   4. Maintains all WRJSL members’ files from the interview process until the member goes sustaining or resigns.
   5. Speaks to the Provisionals, as scheduled, to provide a comprehensive view of the Placement program with WRJSL and the community.
   6. Notifies the Board with names of members who do not fulfill placement requirements in a way satisfactory to the committee, i.e., attendance to General and Standing Committees, participation in WRJSL fundraisers, and outside volunteering.
      1. When brought to the attention of the Placement Chair(s) that a member has missed several meetings without communication, Placement will keep a record of these unexcused absences from meetings/responsibilities and will contact the member via phone, email, or letter to further investigate lack of participation and possibly recommend leave of absence, resignation, and/or termination.
   7. Is responsible for recommending leaves of absences, termination, and/or resignations to the Board.
   8. Those on leave will be contacted by a member of Placement before the leave expires.
   9. Contacts Placement Advisors in January to remind them to interview their advisees regarding their participation for the following year, i.e., 1st, 2nd, and 3rd choices for Standing Committees.
   10. After the January/February interviews, is responsible for contacting members going sustaining regarding their intention and request they provide information regarding their service to WRJSL and the community. This is in preparation for the May Dinner presentations of new Sustaining members.
   11. Informs Nominating Committee in February of members interested in nominated positions an attends Nominating Meeting.
   12. Maintains a list of all approved volunteer agencies that is reviewed in the odd years (i.e., 2023). If new agencies are added throughout the year, the list will be updated on the website.
   13. Prepares a calendar giving a monthly breakdown of responsibilities for Placement Advisors and Placement Chair(s).
   14. Coordinates the Mentor/Mentee program including planning the Spring Placement Meeting.
   15. Reviews requests from local nonprofits for outside board appointments and recommends a member to the WRJSL Board for approval.
2. Duties of the Committee
   1. Contact their Advisees as an introduction and reminder of responsibilities by mid-October.
   2. Offer guidance in the selection of community volunteer activities and Standing Committees.
   3. Conduct Active and Transitional member interviews in January/February regarding members participation for the following year, i.e., 1st, 2nd and 3rd choices for Standing Committees and their willingness to take on a nominated position. All questions and suggestions gathered during interviews will be anonymously included in the March or April general meeting minutes.
   4. Assists the Chair(s) in evaluating proposed outside 501(c)(3) agencies to be added to the list.
   5. Assists with Spring Placement Meeting, if needed.
3. Positions Fulfilling Placement Requirement
   1. All Executive Board
   2. Standing Committee chair(s)
   3. Leadership programs

# Policy and Bylaw Committee

1. Duties of the Chair(s)
2. Facilitates yearly review of Policy and Bylaws.
3. Informs the Board of any potential conflict between the Bylaws and proposals under consideration.
4. Sends all proposed amendments with reasons for changes to the Board before they are presented to the membership.
5. Prior to voting at the General Meeting, sends to members all proposed Bylaws amendments.
6. Presents proposed amendments at membership meeting.
7. Sees that newly adopted or amended Bylaws are included in the yearbook and on the web site.
8. Maintains a file of interpretations of regulations and policy.
9. Assembles and distributes Red Books, WRJSL’s Bylaws and Procedures, to new Provisionals at the Provisional Welcome.
10. Duties of the Committee
11. Reviews and validates consistency with Bylaws of all procedures/duties updates in order to revise the master Red Book each year.
12. Compiles, reviews, and recommends proposed changes to the Red Book to be voted on by the General Membership at the April General Meeting.

# President

Duties

1. Presides over Executive Committee, Board, and General Membership meetings. In the event the President cannot attend one of these meetings, she will notify and prepare the Vice President to substitute for her.
2. Appoints committee chairs not otherwise provided for, keeping in mind that no more than three members of the Nominating Committee, including the Chairman, shall be a member of the Board of Trustees.
3. Creates Special Committees with the approval of the Board who shall designate their powers, the term of their appointment, and their relationship to the Board, i.e., the chair either reports directly to the Board as a voting member of the Board or to a designated standing committee chair. Dissolves a special committee upon completion of project. With Board approval, allows chair to remain on Board as a voting member.
4. Serves as an ex-officio member of all committees except Admissions and Nominating.
5. Maintains liaison between the Board and Service League membership and the community. Represents Service League at all public functions or appoints a representative.
6. Attends Open House. At the Open House, welcome prospective members and give brief overview of WRJSL. After Admissions Committee approves applicants and President receives letters of acceptance from applicants, gives a list of new Provisionals to Admissions Chair and May Dinner chairs. Sends letter of welcome to each new provisional.
7. Is accountable for all legal documents.
8. Proofreads Pink Book before final printing.
9. Works closely with the Treasurer and Finance Committee to ensure that the Service League operates on a sound financial basis. Contacts Treasurer after all Chairman’s budgets are submitted (August 1) to discuss any potential problems or concerns regarding the budget. Prepares and discusses the President’s budget for the coming year which should include cost for WRJSL lunches and dinners or any other functions in which the President represents WRJSL.
10. Uses the President’s notebook as a reference and keeps it current.
11. Works closely with the Policy and Bylaws Chair(s) to oversee any revisions of the Policy and Bylaws. In April, meets with Policy and Bylaws Committee to review Committee recommendations.

# Provisional Committee

1. Duties of the Chair(s)
2. Oversee scheduling and preparation of the Provisional classes.
3. Prepare and administer “test” to Provisionals at completion of course.
4. Attend Admissions Committee Open House for potential new members.
5. Present Provisionals as new Actives at May Dinner.
6. If a Provisional member fails to satisfactorily meet the Provisional requirements for Active membership, the following actions will be taken:
   1. The Provisional Co-Chairs shall contact the noncomplying member to see if arrangements can be made to fulfill the requirements or if she would like to defer membership for a year.
   2. If they cannot, the Provisional Co-Chairs will bring to the Board the noncomplying member’s name for a vote regarding membership. A majority of those Board members present, and voting is required for removal.
   3. A notice stating the cause for removal shall be sent via email.
   4. The member shall be removed from membership fifteen (15) days from the date of the email.
   5. This member has the right, during those fifteen days, to a hearing before the Board.
7. Duties of the Committee
8. Meet in early summer to help plan and prepare the Provisional course.
9. Plan at least one Provisional meeting. Duties include:
   1. Arrange speakers and meeting place.
   2. Provide refreshments.
   3. Act as hostess for the meeting.
   4. Submit any receipts to the Co-Chairs for reimbursement approval.
   5. Send thank-you notes to speakers and others who have helped.
   6. Complete the meeting report form and return it to the Chair(s).
10. Attend Provisional Welcome and any other Provisional social event. Help provide refreshments for these, if asked.
11. Duties of the Provisionals

By April 30th, each Provisional Member of Service League must:

1. Attend all scheduled Provisional meetings. In the event of two (2) absences, the Provisional member may be asked to defer.
2. Write a short autobiography to be published with the minutes and/or published on the WRJSL website.
3. With her class, plan a charitable project, gain Co-Chairs’ approval, and complete no later than April.
4. Can begin to attend General Meetings.
5. Attend one Board meeting between October and April.
6. Participate in Ways and Means projects such as the Candlelight Gala and set-up and/or serve on another fundraiser committees.
7. Attend Spring Placement Review.
8. Prepare, as a group, a skit to be performed at the May Dinner.

# Public Relations and Social Media Committee

Duties of the Chair(s)

1. Creates a media plan annually outlining specific public relations goals based on special events and regular Service League programs. The plan should ensure the consistency of all public relations materials, including print materials, the social media pages, and website. The plan should be submitted to the President by September for comment and additions. The Chairs also maintain an updated media list.
2. Maintain a detailed Committee file demonstrating public relations contacts and results, including emails, news releases, and newspaper clips.
3. Produces a report of special events publicity.
4. Makes sure that all Committee Chairs are aware that they need to discuss publicity with the Public Relations Committee.
5. Serves as a member (or appoint a committee member) to serve on all fundraising committees and works with the Public Relations member of that committee to coordinate all media outreach.
6. Ensures the proper usage of the Western Reserve Junior Service League logo.
7. Regularly monitors and maintains both the Service League website and social media pages. As the year progresses, make updates as necessary or as requested by other Committee Chairs.
8. Is Responsible for WRJSL website including member login/passwords and maintains a relationship with the website provider.

# Secretary

Duties

1. Sends Board Members reminders of first Board Meeting in September. Sends postcards to Board members who do not have email to remind them of forthcoming Board meeting and includes date, time, and place (including brief directions) of the meeting.
2. Shall receive, from all Officers and Committee Chairmen, reports to be included in the Minutes.  These reports are sent to the Secretary via email.
3. Compiles and transmits, through electronic mail, the Monthly Meeting Minutes of the Western Reserve Junior Service League to all members via email.
4. Sends monthly minutes within 5 days to those members not already receiving them by electronic mail.
5. Maintains an up-to-date file with copies of all minutes.
6. E-mails any additional correspondence or material that needs to be disseminated to the membership.
7. Prepares all official correspondence for WRJSL.
8. Sends flowers or a memorial gift of a dollar amount approved by the President with a sympathy card to the family in the event of the death of a member, or a member’s spouse or child. (Receives the check from the Treasurer to send directly to the charity.)
9. Sends a card with $25.00 gift or gift certificate to any member who has given birth.
10. Sends a get-well card or note to any member who is hospitalized.
11. Sends confirmation letter to those sustainers that are reinstated.
12. Purchases supplies, as needed, out-of-pocket (obtains reimbursement from the Treasurer) and maintains a record of these expenses.
13. Sends thank you letters to sponsors and donors to WRJSL as directed by the President and/ or Treasurer.

# Sustainer Trustee(s)

Duties

1. Acts as liaison between Sustainers and the Board.
2. Appoints a Sustainer Advisor for each Standing Committee and for each Ways & Means project prior to June Board meeting. Provides a list of Sustainer Advisors to Office for inclusion in the Pink Book. Explains the role and responsibility to each assigned Sustainer Advisor. The Sustainer Advisor should attend all meetings of the Committee to which she is assigned and offer suggestions/support to the Chair(s) and the Committee members. The Advisor shall contact the Sustainer Trustee(s) with any questions/concerns that arise while serving as a Sustainer Adviser.
3. Appoints two Sustainer Greeters for each general meeting and provides list to Meeting Management Chairs. Explains role to Sustainer Greeters and provides list of Sustainer Greeters to Office for inclusion in the Pink Book.
4. Appoints chair(s) for Sustainer’s fall Sustainer Event and winter Sustainer Event or plans these events herself (themselves). Invitations to both the fall and winter Sustainer Events should be emailed/mailed to all current Sustainer members, all current Transitional members, and the current President.
5. Appoints chair(s) for the Sustainer-sponsored May Dinner or plans this herself (themselves).
   1. Sustainer Chair in charge of the May Dinner is responsible for sending invitations to incoming Provisionals. Invitations should be mailed in April; the list can be obtained from the Admissions Chair. Invitations to all other members may be included in the minutes.
   2. Sustainer Trustee(s) presides over the May dinner.
6. Supplies Pink Books to all Sustainers. Pink Books should be distributed at the fall Sustainer Event. Trustee(s) may ask Active members to help by delivering Pink Books to any Sustainers who live near them. Pink Books are mailed to out-of-towners and those who wish to receive them by mail.
7. Surveys Sustainers to gauge interest in appointments for the following year. At least two months prior to the May dinner, a questionnaire should be distributed to ascertain interest in becoming Trustee(s), Advisors, “Greeters” and in helping with approved Community and Ways & Means projects. Surveys should be sent to Sustainers who live in the local area and those going sustaining at the May dinner (list can be obtained from the Placement Chair).
8. Appoint Sustainer Trustee(s) for a two-year term with consideration of the President.

# Treasurer

Duties

1. Prepares and gives committee chairs a spreadsheet of actual vs budget for the previous year. Gets proposed budget from each committee. Meets mid-August with Finance Committee to set budget.
2. Prepares and presents budget to Board at September meeting for approval.
3. Pays bills and keeps entry in QuickBooks in accordance with the budget.
4. Retains original invoices.
5. Balances check books.
6. Prepares monthly financial statements to present to the Board at each monthly Board meeting.
7. Prepares an accurate financial statement after each community fund raising effort.
8. Meets with Finance Committee mid-February to review dues for the coming year.
9. Submits committee recommendation to Board at March Board meeting for approval of membership rates.
10. Posts membership dues renewal form on website annually. Deposits and records dues payments in administrative checking account.
11. Contacts members whose dues are in arrears (not paid by June 1st) no later than June 15th as a reminder of overdue payment for dues.
12. Coordinates annual tax filing for non-profit organization using services of a contracted certified public accounting firm (includes annual tax filing and 1099 submissions to be completed by accounting firm).
13. Makes sure that insurance coverage is in effect and paid annually.
14. Receives donations to the Endowment fund and forwards to the Cleveland Foundation. Tracks the money given in QuickBooks. Communicates any monetary gifts received to President, Endowment Chair(s), and Corresponding Secretary in order for those chairs to write thank you notes on behalf of WRJSL.
15. Methods of payment accepted by WRJSL include personal checks, cash, credit cards, or PayPal. No personal payments shall be made to Finance Committee individuals delegated as bank account managers for further transfer to WRJSL financial accounts, to ensure traceability of payments received and funds deposited.

# Vice President

Duties

1. Assumes and exercises the powers of the President in her absence.
2. Chairs the Meeting Management Committee.
3. Acts as a representative/ambassador to public meetings to assist with marketing and general good will to the public.
4. Purchases gift for outgoing President and presents at May dinner.

# Ways and Means Committee

1. Duties of the Chair(s)
   1. Leads the investigation and evaluation of fundraising activities.
   2. Assists the President in selecting the Fundraising Chair(s), coordinating with the Placement Chair(s) and, if needed, the most recent past Fundraising Chair(s).
   3. Supports the Fundraising Chair(s) in assessing the success of each fundraiser and recommends to the Ways & Means Committee if and when it should be scheduled.
   4. Acts as the main point of contact for Fundraising Chair(s), who report to the Ways & Means Chair(s).
   5. Assigns tasks to Ways & Means Committee members as needed.
   6. Purchases and presents gift(s) of appreciation to the Fundraising Chair(s), usually at the May Dinner.
2. Duties of the Committee

1. Researches and recommends fundraising projects for Board and General Membership approval.

2. Evaluates whether members have the interest and capacity to support proposed fundraising

Projects and to ensure sufficient participation and resources for a financially successful result.

3. Works with Endowment Committee to develop Committee strategies for growing the

Endowment.

4. Proposes fundraisers and dates to the Board and the General Membership for approval.

C. Duties of the Fundraising Project Chair(s)

1. Leads the planning, execution, and oversight of the fundraising project.

2. Assembles and manages a fundraising committee, delegating tasks as needed. Holds a kickoff

meeting to set goals and a wrap-up meeting to review results.

3. Handles logistics, budgeting, marketing, and communication for the fundraising project.

4. Keeps the membership, Ways & Means Chair(s), and the Board informed with regular updates.

5. Maintains fundraising records and submits a report to Ways & Means Chair(s), including feedback

and recommendations for the future events.

6. Reports to Ways & Means Committee.

## Ways and Means – Candlelight Gala Committee

1. Duties of the Chair(s)
2. Acts as member of the Ways & Means Committee and reports to the Chair(s) regarding the progress of the project.
3. Updates project at Board and General membership meetings as needed.
4. Consults notes and suggestions from prior years’ notebooks.
5. Sets the theme of the Gala.
6. Selects the Chairs for the committees to work under her supervision.
7. Obtains contracts for venue and entertainment and secures President’s signature.
8. Conducts the kick-off and wrap up meetings.
9. Reviews expenses of previous Galas and sets the budget for each committee.
10. Determines who will send out thank you cards for donations, sponsorships, etc.
11. Selects the menu and gets quote from the catering department.
12. Sets the ticket price and tax deductions based upon expected costs and gets the President’s approval before publishing price in the invitations.
13. Delivers seating assignments to the venue the week of the Gala.
14. Acts as primary interface with the venue, confirming the date, etc.
15. Coordinates and approves expenses of the event for payment by the Treasurer.
16. Presents the net profit summary of Gala to membership in February.
17. Duties of the Support Committees
18. Invitations
    1. Maintain an accurate database of invited guests of the Gala by revising the names based upon input from the membership.
    2. Design, determine quantity, and order invitations.
    3. Verify all pieces of the invitations upon delivery.
    4. Address envelopes and prepare for mailing.
    5. Create email invitation for those not wanting a printed version and sends out.
    6. Record all responses in the order they are received.
    7. Pass all funds over to the Treasurer for deposit.
    8. Coordinate seating once RSVP date has passed. Review with Chairs and Advisor. Provide information to Program/Place Cards Committee.
    9. Advise the food service of any dietary exceptions and where they are sitting.
    10. Bring list of attendees and seating chart the night of the Gala.
19. Decorations
    1. Coordinate on the theme of the Gala with the Chair(s).
    2. Present options for centerpieces to Chairs and Committee.
    3. Create/purchase a centerpiece for each table.
    4. Order any other decorations for the event.
    5. Oversee the set-up of the tables.
    6. Coordinate the disbursement of centerpieces at the end of the Gala, if applicable.
20. Programs/Place cards
    1. Prepare program that incorporates the general theme of the Gala.
    2. Have layout and design approved by Gala Chair(s) in a timely fashion.
    3. Print programs and deliver to the venue with one copy per couple on each table.
    4. Work with the Invitation Chair(s) to ensure the list of attendees and meal selections are correct.
    5. Coordinate purchase of place cards and table tents with Decorations.
    6. With information provided by Invitations, create the place cards and table tents.
    7. Bring place cards and table tents to the Gala set up and work with Invitations and Decorations to place the table tents and set up place cards at the front where the receiving line will be.
21. Publicity
    1. Get exposure for WRJSL and this activity in the area news using various sources to promote the party.
    2. Contact local papers to cover the Gala and get a story and pictures.
22. Silent Auction/Raffle
    1. Procure auction items.
    2. Write confirmation letter/thank you for donated items.
    3. Arrange set up of Silent Auction/Raffle tables.
    4. Provide instruction to volunteers who will be tending the Silent Auction/Raffle tables.
    5. Give final report of funds raised through Silent Auction/Raffle to Chair(s) by January.

# Special Placement – Chamber of Commerce Representative

The current chambers represented are Eastern Lake County, Western Lake County, and Mentor.

Duties:

1. Regularly attend scheduled chamber meetings and events.
2. Advocate for and promote WRJSL.
3. Seek new members from the various chambers.
4. Educate the WRJSL membership about what is happening within the various chambers.

# Retired Committees

## Puppet Troupe Committee

1. Duties of the Chair(s)
2. Contacts school principals to schedule shows.
   1. Calls schools in early August.
   2. Sends a letter of confirmation.
   3. Phones to re-confirm shortly before show date.
3. Contacts Public Relations Chair for publicity when needed.
4. Determines what day of the week the show will troupe.
5. Assigns puppeteers to their “show” duties.
6. Arrives first at place of performance.
   1. Contacts person who scheduled the show.
   2. Determines location for props and directs puppeteers there.
7. Keeps records in a notebook as to where the shows were given that year.
8. Maintains/purchases the puppet equipment.
9. Has all equipment safely stored when not in use.
10. Supervises the writing of a new show every three years or sooner.
11. Has the puppets made and dressed by the committee members.
12. Duties of the Committee
13. Makes the puppets and scenery.
14. Staffs the show.
15. Calls the Chair if unable to attend a scheduled performance.
16. Stores some of the equipment at home and brings it to the show.

## Ways and Means – Red Stocking Review “Follies” Committee

The Committee Consists of:

2 - 3 Chairs 1 Publicity Chair

2 -3 Advertising Chairs 1 Scenery Chair

1 Cast Hospitality Chair 1 Stage Manager

2 Cast Party Chairs 2 Talent Chair

1 Costume Chair 2 T-shirts Chairs

1 Makeup Chair 3 Underwriting Chairs

2 Meet the Director Night Chairs 2 Usher Chairs

1 Program Chair 1 Video Chairs

2 Props Chairs 1 Sustainer Advisor

2 – 3 Ticket Chairs

1. Duties of the Chair(s)
2. Find and secure
   1. Writer/director or production company.
   2. Theater and rehearsal hall for the show.
   3. Musical director.
3. Organize and coordinate all underwriting efforts.
4. Coordinate the activities of the chairmen and the entire membership during the entire project.
5. Divide the committees up between co-chairmen, then those committees report only to their assigned person.
6. Responsible for Follies Wrap-up Party.
7. Duties of the Committee
8. Promote the project among the membership and throughout the community.
9. Each chairman reports to their assigned co-chairman.
10. Each chairman writes a committee report at the end of the project and submits the report to the Follies chairmen in a timely fashion.
11. Duties of the Sustainer Advisor
12. Works with chairmen to guide and promote the project.
13. Encourages sustainers to be involved.