

Board of Directors

Job Description

President

- Leads all meetings (general and board)
- Oversees all committees
- Provides general leadership to the club
- Develops and manages the agenda for the board meetings
- Responds to all e-mail inquiries for the club president received through camom.net
- Handles general-club NOMOTC inquiries
- Compiles club of the year application (in partnership with the Vice-President)
- Compiles annual survey and results (in partnership with the Vice-President)
- Writes monthly Newsletter message
- Serves as back-up to the treasurer with check-signing ability
- Follows annual calendar to be sure important deadlines are met each year
- Manages any bylaw changes
- Manages all board agreements regarding club issues
- Attends as many club events as possible
- Remains accessible to both board and members for general questions, support and issues or concerns
- Handles miscellaneous club request/activities as needed

Vice President

- Serves as back-up to the President, including:
 - Leads meetings (general and board)--- PERIODIC as required in absence of President
 - Develops and manages the agenda for the board meetings--- PERIODIC as required
- Distributes follow-up items and minutes from the board meeting
- Compiles club of the year application (in partnership with the President)
- Compiles annual survey and results (in partnership with the President)
- Maintains club bylaws document
- Maintains board agreements document
- Updates the message on the CAMOM phone line once per month (following board meetings) and as needed with updates on upcoming events
- Attends as many club events as possible
- Remains accessible to both board and members for general questions, support and issues or concerns
- Purchases and distributes gift certificates for Volunteer of the Month and drafts newsletter submission regarding Volunteer of the Month
- Takes meeting minutes at the general meeting in absence of the secretary

Secretary

- Takes meeting minutes at the general meeting
- Manages volunteer sign up notebooks at general meeting which include the list of events/activities/volunteer opportunities for each month.
- Posts volunteer needs monthly on e-group.
- Takes meeting minutes at the board meeting in absence of the vice president, or when VP is managing the meeting in President's absence.

Treasurer

- Writes checks for all bill payments and expense reimbursement requests.
- Prepares annual budget in August; presents the budget to the board for approval in September
- Ensures that proper financial records and procedures are maintained
- Prepares and submits required reports to NOMOTC by March 1 each year to assure continuance of our non-profit and tax-exempt status
- Monitors budget monthly
 - income above/below projection
 - expenses above/below projection
 - Committee budgets year-to-date status.
- Prepares mid-year budget review to present to board in January
- Assists with fund distributions for the spring and fall clothing and equipment sales and any other fundraisers
- Oversees all accounting, banking issues and petty cash related to fundraising events.

Membership

- Responsible for membership recruitment, new member orientation, maintaining a current roster of all members and opening general meetings, including
- General Meetings - arrive by 7 PM to greet new members, set up membership table and start setting up chairs for the meeting
 - Bring and display signs - CAMOM sign placed by front door and Membership/New Member Area signs
 - Organize Membership table (Paid Member Sign In, New Member and Guest Sign-In, Hand outs, Badges for paid members, Name tags for guests (sticker name tags), New Member packets, Directories, Blank Membership forms for prospective new members)
- Manage Prospective Member Contacts- Return messages and e-mails, send newsletter, send membership form, send appropriate prospective member letter (expecting or multiples already born). Follow Up with prospective members who have not yet joined to determine why, and if there is an issue with which we can help, make sure they know how we can help with services.
 - Manage New Members - Make name tag and membership card, Copy distribute new member forms to Membership Committee members & Newsletter editor, Give dues to Treasurer
 - Mail welcome letters to new members
 - New member welcome calls
- Monthly Newsletter Submissions
 - Send list of new members with addresses and newsletter delivery preference (email or mail),
 - For Membership Section, send new member names, welcome blurbs, birth announcements, other membership announcements and Ladies in Waiting (pregnant moms)
 - Multiples birthday listing from database for each month
- Dues/Renewal Management
 - Send dues notices to all members by June 15
 - Maintain Paypal account for dues collection
 - Send follow-up message to members who have not renewed
 - Maintain list of complimentary memberships
 - Update membership form as needed before the start of each membership year in tandem with CAMOM Webmaster
- Maintain Membership Database

- Maintain current member list and email lists
- Maintain a multiples birthday listing via the database to put into the newsletter each month
- Directory - Compile and print directory for January distribution
- Hold key for PO Box and check PO box for mail about once per week
 - Recruit and oversee the people who answer CAMOM's phone line each day of the week. Send out letters in July to each phone line volunteer which explain their duties and answer any questions that they might have.

Membership : New Member Coordinator

- Conduct New Member Orientation around 7:15 PM, including covering the function of the various committees, information outlets via the newsletter and Yahoo group, calendar of events (moms nights outs, meetings, playgroups, parties, sales), volunteerism and q&a
- Maintain New Member packet and keep up-to-date
- New Member Social - Select a date/time once every quarter for new members to get to know each other and mingle with other members of the group

Programs

- In advance of the monthly General Meetings: Schedule informational speakers or member socials designed to foster friendships among members
 - Schedule/pay for meeting room for general meetings
 - Coordinate snacks/drinks when applicable
- The night of the General Meeting:
 - Arrive by 7:15 to be sure room is ready to go and finish setting up chairs.
 - Meet and greet speaker
 - Librarian brings library books to all meetings for the members to check-out
 - Report any upcoming speakers/programs during business portion of the meeting
 - After business portion of meeting Introduce the speaker
 - Clean up and close from the general meetings
 - Send thank you notes and payment or gift cards to speakers
 - Responsible for recruiting a Librarian and overseeing the librarian/library
 - Monthly Newsletter submissions: any upcoming programs, questions for 'Ask the Pediatrician' and any Library information
 - Coordinate extra-curricular activities for the club (ie. CPR class, sign language class, table manners class, car seat check, etc.)

Hospitality Monthly Activities (Playgroups, etc)

- Coordinate all monthly social events, including Playgroups, mom's night out, game nights, Coping Coffees
 - Playgroups:
 - Find a hostess for each of the 0-1, 1-2, 2-3 and 3-5 age playgroups.
 - Choose a location for the all age playgroup. If someone is interested, have a hostess.
 - Coordinate CAMOM park days during the warmer months.
 - Coping Coffees:
 - Find a hostess for the coping coffee each month. Try to have Diane Benson attend one or two a year. Try to have a Lactation Consultant attend one or two a year.
 - Mom's Night Out:

- Find a hostess for the dinner night each month.
 - Occasionally schedule a "fun" night such as game, craft, bowling, or movie nights.
- Compile and submit list of upcoming month's activities to webmaster, newsletter editor, and postcard editor

Hospitality Family Parties

- Organize the weekend family party events, including the Halloween Party, Holiday Party, Spring Fling, and Summer Picnic
 - Rent and submit payment for space
 - Recruit volunteers to help set-up/clean up
 - Organize Food/beverage to be provided by club and/or by attendees
 - Provide crafts and entertainment
- Submit upcoming activities to webmaster, newsletter editor, and postcard editor

Philanthropy

Coordinates charity work and philanthropic contributions for the Club, including:

- Collecting and delivering donations to selected organizations
- Organizing a gift and food drive for needy families for holidays
- Collecting school supplies
- Visiting nursing homes
- Maintaining a used equipment bank for members in need
- Collecting and donating clothing and equipment year-round to needy families in the area
- Assisting with donations for members as needed
- Selecting members in need to receive 'gift certificates' to shop at the consignment sales
- Planning charity drives and philanthropic opportunities for members and their children throughout the year
- Submit requests for complimentary memberships to Membership Committee and President
- Maintain master listing of potential projects and worthy organizations, contact info, missions/needs to be passed to future Philanthropy Committee members

Sunshine

Coordinate support efforts for new moms, as well as any other members in need (such as due to surgery, death in family, etc)

- Big Sister Program
 - Obtain new member information from Membership Committee
 - Maintain volunteer list of big sisters, including contact information (name, address, phone #, email address) and children information (age, gender, type of multiples)
 - Maintain list of new members, including contact information (name, address, phone #, email address), children information (due date, type of multiples, other siblings), name of big sister, date matched
 - Match any new members who would like a big sister with a big sister
 - E-mail big sister with little sister information and explanation of volunteer duties. Volunteer duties include: contacting little sister at least once a month for up to three months after multiples are born. Offer support, advice, and friendship. Tell them of CAMOM events and support groups. Advise Sunshine Committee if member needs services or assistance that CAMOM can help with
 - Send a monthly e-mail to all big sisters, reminding them to contact their little sister

- Every month, send Newsletter Editor a list of volunteers that need to be “thanked” in the newsletter
- Meals
 - Obtain expectant mother information from Membership Committee
 - Maintain volunteer list of members willing to assist other members in need (meals, running errands, child care, etc.). This list includes contact information (name, address, phone #, email address), area in which volunteer is willing to travel, to whom services were provided and in which month, along with the date a “thank you” was sent for inclusion in the Newsletter (to the Newsletter Editor).
 - Maintain list of expectant mothers (or other members in need), including contact information (name, address, phone #, email address), due date, types of services requested, birth announcement information, date birth announcement information sent to Newsletter Editor, names of member volunteers)
 - Periodically contact expectant mother (or others in need) to update their needs, due dates, etc. If meals are being provided, ask if there are any restrictions (allergies, dislikes, breastfeeding)
 - When the time comes, contact volunteers to request services, give member contact information, any meal restrictions (allergies, dislikes, etc.), ask volunteer to contact member directly to arrange date/time of services
 - Every month, send birth announcement information to other Sunshine members, Membership Committee, and Newsletter Editor
 - Every month, send Newsletter Editor a list of volunteers that need to be “thanked” in the newsletter

Ways & Means

Coordinates all fundraising activities for the Club

Responsible for overseeing the Consignment Sale Committee (which plans, organizes and runs the spring and fall clothing and equipment sales). Prepares and conducts raffles when held at monthly meetings.

- General Meetings
 - Announce upcoming fundraisers
 - Staff table as necessary for any fundraising business
- Newsletter
 - Send newsletter editor information about all upcoming fundraisers for publication.
- Consignment Sales
 - Book sale location in advance.
 - Call for Consignment Sale Committee volunteers at least 2-3 months prior to sale
 - Work closely with the committee to select a Committee Coordinator for each sale
 - Work with (or as) the Coordinator to ensure a profitable and organized sale
- Basket Bingo
 - Book location in advance.
 - Call for Bingo Committee volunteers at least 2-3 months prior to bingo
 - Work closely with the committee to select a Bingo Coordinator for each bingo
 - Work with (or as) the Coordinator to ensure a profitable and organized bingo
- Assist MAPOM rep. as needed with Show and Sell for convention
- Budget & Planning
 - Work closely with the Treasurer and President to determine amount of money needed to fund club expenses and activities for each fiscal year
 - Plan and coordinate all fundraising efforts
 - Solicit fundraising ideas from membership and board

Newsletter

- Collect the monthly information for the newsletter.
- Layout, produce newsletter.
- Get it to the printer (via email now).
- Collect the copies from the printer.
- Run mailing labels.
- Staple, stamp and mail newsletters.
- Email newsletters to general membership on or before the 1st of each month.
- Purchase postage and staples.
- Layout, design, print and mail monthly activities postcard
- Write/solicit articles of interest to the CAMOM Membership

Website

- Overall maintenance of the club's domain www.camom.net
- Field all emails addressed to webmaster@camom.net
- Be proficient enough to update the html code contained in the site
- Be able to produce PDF files for upload
- Be proficient enough to upload the new and changed files to the web server
- Updates need to be made 2-3 times per month or as needed
- Pay the monthly webhosting fee
- Pay the annual domain registration fee
- Apply for re-imburement from CAMOM treasurer
- Lead administration of CAMOM's Big Tent web area.
- Moderate Big Tent's Forums & subgroups.
- Assist other Big Tent administrators with Membership enrollment & renewals forms, Events Calendar, Forums, maintaining Database, and generating reports.
- Submit any updates to the current website article in the CAMOM newsletter
- Keep home page and entire website up-to-date with all new events, changed information, announcements, etc.
- Will proofread the newsletter on a monthly basis and suggest changes for consideration by the Newsletter editor prior to publishing to the membership

MAPOM

Keeps club informed of MAPOM activities

- Will report back to home club any information that pertains to club operations.

Represents CAMOM at MAPOM functions.

- Must be able to attend 2 meetings a year located in Fredericksburg, VA. One is in October and the other is late February/ early March. If possible, attend annual convention and represent club for all voting matters. For all meetings, if unable to attend, contact alternate to go in place.
- Will report back to home club any information that pertains to club operations.
- Will relay all Annual Mid-Atlantic Convention material to club and newsletter editor and webmaster
- Submit MAPOM annual dues

Organizes items for the MAPOM table raffle.

- Organize/oversee Show and Sell at convention