

## AWC MEMBERSHIP DESCRIPTIONS

*All members are encouraged to join a committee. It takes the cooperation and participation of everyone, who is able, to help operate and maintain our historic clubhouse and programs. In addition, your experience as a member will be greatly enhanced by serving on a committee. This is an opportunity to meet other members in a more personal setting and to establish a collaborative working relationship that leads to a feeling of inclusion. Every member has something to contribute. Find your place! Your participation is what keeps us going and growing!*

### **PUBLIC RELATIONS: GET THE WORD OUT ARM OF THE CLUB.**

Will consist of Co-Chairs and two team members to manage the club website, including keeping all information on events etc. up to date. Chair to attend monthly Executive Board Meetings.

Two team members manage marketing, send event reminder emails to members and create publicity material and press releases for events to Chamber, Gazette, Craig's List, etc.

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**MEMBERSHIP:** Meet/Greet/Track membership. Co-Chairs – Keep up-to-date records of all members and distribute spreadsheets as needed. Be present at meetings to setup badge distribution and greet and orient visiting and new members. At least one chair will attend Executive Board meetings monthly.

Two Welcoming Team members – Work to help new members become a part of the Club. Introduce to other members and help them become connected.

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**HOSPITALITY:** Provides refreshments for teas during bi-weekly meetings. Co-Chairs, 6+ members to recruit volunteers to provide food, setup, take down, and cleanup . At least one Chair attends monthly Executive Board meetings.

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**NOMINATING:** Chair and four members yearly recruit and fill vacancies for all committees. Slate of officers and committee members are presented to the Annual Meeting in April of each year. Chair serves on the Executive Board and attends monthly meetings.

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**FUNDRAISING & GRANTING:** The fundraising and distribution of those funds to local service agencies and high school scholarships. Because of our status as a 501c3, we are required to raise \$5,000+ per year to distribute to the community. This team will consist of Chair and 6-8 members who will organize and conduct events to raise the funds distributed by the Community Service and Scholarship committees. Each of these areas will have a Chair and 4 members to work on distribution of funds. Currently these events include: Annual Flower Show and Sale, Sunday concerts, and Wine Tasting. New ideas are always welcome.

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**HOUSE MANAGEMENT:** Chair provides organization and leadership of the Committee and its 4-6 members. Responsibilities of committee include: 1) Year-round track and replenish cleaning supplies, paper goods for house. Work with designated vendors for house repair emergencies.

**KITCHEN MANAGEMENT:** Purchase supplies as needed. Discard chipped and broken dishes, replace with items purchased from used goods shops, such as Hospice and Goodwill/Salvation Army. Polish silver pieces if needed. Yearly inventory of silver and dishes.

Check rugs and arrange for cleaning if necessary. Monitor condition and safety of house furnishings (furniture, lamps, window coverings, paintings, etc.) and report issues to Chair for action as needed.

**GARDENS AND GROUNDS:** Chair and 6 Team members. Chair provides organization and leadership of the Committee including arranging group work sessions, hiring outside help if needed. Communicate with House and Events Manager to be sure grounds are ready for use. Communicate with Greenscapes for help with grounds, trees, or snow removal. Team members work to keep the gardens and grounds of the Clubhouse beautiful by designing, planting and cultivating plantings consistent with the Victorian design of the house. Chair attends monthly Executive Board meetings.

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## **PROGRAM COMMITTEES**

**MONDAY PROGRAMING:** 2 Co-Chairs and 4 team members. The Committee under the Direction of Chairs will meet in April/May to begin work to plan Monday programs for club meetings to include in the FALL BOOKLET MAILING. 6 meetings in the Fall and 6+ in Spring.

Members brainstorm interesting speakers, contact speaker, determine date of presentation and technical needs for talk, gather bio and title for the program and introduce the speaker. A thankyou note would be sent after the event. (This valley is loaded with talent of all kinds. It is not difficult to find local authors, faculty on any subject, local officials and artists who are very willing to share their expertise with the Club.)

**THURSDAY PROGRAMS COORDINATORS:** 2 Co-Chairs. Early evening programs are held on the 2<sup>nd</sup> Thursday of each month at 6:00 p.m. Wine and cheese are served, speaker begins at 6:30 p.m. This series focuses on AMAZING WOMEN in our valley who have interesting and powerful stories to tell.

**SUNDAY CONCERT SERIES COORDINATOR:** Chair and 4 teammates to seek out talent, do setup and arrange for refreshments for events.

**ACTIVITIES GROUPS:** 1-2 Facilitators and Coordinators for each group. The Committee looks for ways to connect members through groups and events that bring us together outside our regular meeting schedules. Currently we have a Bridge Group, Book Group and a Dining Out Group. There is also interest in several other groups including Walking Group, Hiking Group, and a Local Excursions. These last three groups would need a coordinator to gather likeminded people and the group would determine their own schedule and parameters. All ideas are welcome.