



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JLB PLACEMENT BROCHURE

FOR 2010-2011 YEAR



Our Mission

The Junior League of Buffalo is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

The Junior League of Buffalo reaches out to women of all races, religions and national origins who demonstrate an interest in, and commitment to, voluntarism.

Member Responsibilities

- ✓ To fulfill placement obligations
- ✓ To attend membership meetings and trainings
- ✓ To support *Great Lake Effects; Buffalo Beyond Winter and Wings*
- ✓ To complete Show House Shifts and sell Show House tickets
 - ✓ To support additional fundraisers
 - ✓ To Vote
 - ✓ To pay dues

The Placement Process:

An Active member's placement can be in either a slated leadership position or a committee position. All Tier I and Tier II members are required to have a placement. Placement is optional for Tier III members in good standing. Each year the Nominating Committee, approved by the membership per our by-laws, nominates a slate of officers, directors, and committee chairs. Members who are interested in serving as an officer, council VP, committee chair or a member of the Show House leadership team are encouraged to self-nominate by completing the straw ballot and self-nomination form e-mailed in March.

There are those who do not want to be in a leadership position and that is okay! This is where this brochure comes in handy. The brochure has information on the committees by Council in addition to the leadership/slated committees. The committees are the heart of the Junior League of Buffalo because this is where much of the work is done. This brochure is designed to help you know what leadership & committee opportunities there will in JLB next year, and let you know what all leadership positions will require of you - such as time, meetings and what you will be doing. So please take a look, find something you like and consider signing up for it at the placement fair in March.

If considering a leadership position, you are encouraged to reach out to the member currently or previously in that position. We have provided detailed job descriptions, but our members who have served in these capacities can do a great job of explaining the positions and answer any questions you might have.

If you are more interested in signing up for a committee over a slated leadership position, there will be people present from each of the councils in March to explain committee opportunities/time involvement and answer any questions you may have before committing to a placement.

This is your time you volunteer so spend it doing something you will enjoy with women who want to make the community we live in even better.



BOARD OF DIRECTORS -

The Board of Directors is the governing body of the organization comprised of council VP's, Parliamentarian and the Strategic Plan Chair. They are responsible for operating the organization in an efficient and fair manner in a way that embodies the mission of AJLI. It is highly recommended that anyone interested in a Board of Directors position possess at least 1 year of Active JLB experience or other community board experience.

Placements within the Board of Directors:

Leadership/Slated Positions only:

PRESIDENT
PRESIDENT-ELECT
COMMUNICATIONS VICE-PRESIDENT
COMMUNITY VICE-PRESIDENT
FINANCIAL VICE-PRESIDENT
MEMBERSHIP VICE-PRESIDENT
RECORDING SECRETARY
PARLIAMENTARIAN (NON-VOTING BOARD POSITON)
STRATEGIC PLAN CHAIR
SUSTAINER VICE-PRESIDENT (2)
SUSTAINER VICE-PRESIDENT (2)

JOB DESCRIPTION

Title: **President**
Member: Board of Directors

Goal: The President is the chief executive officer of the League. She directs the League's operations, represents the League in the community, and maintains communications between the League and the Association. The President presides at all meetings of the Executive Committee, Board and membership. She serves as an ex-officio member of all committees, including Admissions, and in an advisory capacity to the Nominating Committee.

Duties:

- Preside at all meetings of the Board of Directors and membership
- Responsible for signing all contract and obligations authorized by the Board & membership, including funding agreements, having first consulted with the appropriate League advisor (lawyer, accountant, etc.)
- Board & membership meeting agendas at least ten days before distribution. Bulk mailing takes 3-10 days delivery time
- Remain objective, observe constructively and administer wisely
- Represents the League in the community; at social events and honors requests on community committees and Boards
- Maintains communication between the League & the Association by monitoring the President-Elect as liaison. The PE reads & distributes information to appropriate committee members
- Is an ex-officio member (non-voting) of all committees except the Nominating Committee, where she serves in an advisory capacity
- Selects, with the advice of the Board of Directors, new community advisors (three-year term), invites them to accept and send pertinent League information, names of other advisors and yearbook with binder upon acceptance. Thank you letters to outgoing advisors
- Assures that the minimum standards of League requirements and restrictions are maintained by acting as a control; monitoring the use of process, setting of standards, listening to feedback and acting upon it, using personal observation
- Conducts yearly (May) proficiency review of the League Office Manager with the Recording Secretary
- Submits monthly column to Perspectus
- Coordinates and directs the Board orientation for her year, having started during the end of the President-Elect year with incoming training chairman
- Appoints, with the approval of the Board, other committees or task forces not otherwise provided for and dissolves them when their charge has been met
- Meets with members of her Board and Leadership Team and the President-Elect to discuss expectations, goals, and objectives, and other significant points pertaining to the forthcoming year's activities
- Attends Annual Conference in May of her incoming year (as President-Elect) and Fall Conference as President
- Compiles calendar for operational year ahead with President-Elect
- Oversees the preparation and completion of the League's Yearbook as compiled by the Recording and Corresponding Secretaries
- Read newsletters from other Leagues and distribute them to the PR & Perspectus Chairman, and provide copies of relevant articles to the appropriate League members
- Submit annual President's report for yearbook and update JLB history for her year in a timely fashion
- With the Board, ensure the financial integrity of the organization
- Visit League office at least once a week to answer mail, telephone inquiries and organize office for efficient start-up in August

- Maintain familiarity with files and League projects to facilitate administration & optimum use of materials
- Reviews draft of minutes before duplication to ensure information was reported correctly to allow for optimum understanding when read in future years. Only Board minutes are bound and restrained as legal accounts of League activities
- Coordinate timing and knowledge or procedural practices with the Parliamentarian
- Check with Corresponding Secretary and Nominating Chair before meeting to establish quorum number. Nominating Chair will notify the Chair when the official quorum number has been reached
- Approves editorial policy of Perspectus and media coverage of all League subjects
- Facilitates the adherence to and progression of the strategic plan by monitoring progress of goals
- Set training standards with the Training Chair/committee and has the ultimate responsibility to see that they are met
- Coordinate Leadership Training for Leadership Team in June
- Sets the yearly organizational goals and objectives with the approval of the Board of Directors
- Only the President has the overview of the League's resources and the external community in which the League operates, the environmental factors that can be changed and those that cannot. She precipitates the objective appraisal and communicates careful assessments to other
- Member of the Ad Hoc Susan Reid Greene Russell Award Committee

Time Involvement

- Board meetings
- General meetings
- Planning for Board, General and Council meetings can take about 6 hours a month depending upon what is happening
- A minimum of four meetings per month with approximately 30 hours per week required for phone and computer work
- Travel required to Annual Conference and Fall Conference
- Direct the League's operations
- Represent the League in the community
- A member at large of all committees
- Advisor to the Nominating Committee
- Member of the Ad Hoc Susan Reid Greene Russell Award Committee
- Attends Financial and Communications council meetings

Experience

Would suggest this position for a member who has more than two Active years League experience and demonstrates strong leadership abilities. The individual should have a well-rounded and in-depth view of League. The person should possess strong skills in organization, communication, people skills, delegation, teamwork, time management, and facilitation. This person should have the vision to lead the membership and the organization into the future.

JOB DESCRIPTION

Title: **President-Elect**
Member: Board of Directors

Goal: Assist the President with administrative duties and shall assume the duties of the President in her absence. Her goal is to assist and learn from the President and plan her upcoming year as President.

Duties:

- Assist the President with Administrative duties
- Assume the duties of the President in her absence
- Voting member of the Board of Directors
- Member-at-large of all League Committees
- League liaison to Area 1 and PALS
- Member of Strategic Plan Committee in development years
- Member of the Ad Hoc Project Evaluation Committee
- Voting Member of the Project Development Committee
- Attends Annual Conference and writes Annual Conference Report
- Voting member of the Research Development and Public Policy committees
- Updates job descriptions
- Chair of the Scholarship Committee
- Chair of Bylaws Committee
- Chair of Ad Hoc Transition Team-Responsible for Straw Ballot, Bylaws, Standing Rules and Policy and Procedure changes and keeps track of them throughout the year. Coordinates delivery of Straw Ballot to the Board and Ad Hoc Project Evaluation Committee
- Oversees preparation of JLB yearbook with outgoing/incoming Recording Secretary
- Attends Community and Membership council meetings
- Works with Council members to further their growth and experiences within the organization
- Reviews resource library provided by AJLI and information accessed from their website

Time Involvement:

- Board meetings
- General meetings
- Community and Membership council meetings
- Planning for Board, General and Council meetings can take about 3 hours a month depending upon what is happening
- Contact via phone and e-mail with Council members (generally committee chairs) can take 10 hours a month
- Transition team meets approximately 2-4 times at two hours each
- Travel required for Annual Conference, President-Elect Training and Fall Conference
- Strategic Plan Committee meetings in development years
- Ad Hoc Project Evaluation Committee meetings
- Project Development Committee meetings
- Public Policy Committee meetings
- Scholarship committee meets approximately 2 times at two hours each

Experience:

Would suggest this position for a member who has more than two Active years League experience and demonstrates strong leadership skills. The person should be ready to act on behalf of the President when necessary and committed to assume the Presidency at the end of her term as President-Elect. The person should possess strong

interpersonal and communication skills, ability to empower others, develop strategies for strengthening League, effective decision making skills, ability to manage conflict, strong organization, communication, people skills, delegation, team work, time management, and facilitation skills. This person should have the vision and ability to lead the Membership and the organization into the future.

JOB DESCRIPTION

Title: **Recording Secretary**

Member: Board of Directors

Goal: Keep minutes and assist the President in management of the office

Duties:

- Records the minutes of the General and Board meetings
- Submits approved Board minutes to headquarters on a monthly basis
- Collects, files, and keeps track of minutes from all meetings including monthly committee reports
- Provides content for Board brief in Perspectus and on web page
- Oversees editing and publishing the Yearbook
- Affix the seal of the Junior League of Buffalo to all documents when necessary
- Maintain a file of essential records, which shall be transferred to her successor
- With the President, represent the League in management of the office
- Perform duties assigned by the Board such as preparing agendas, assemble board packets, etc. (President's "right hand man"), oversees sending out voting packets prior to meetings, when necessary
- Attend Communications Council meetings

Time Involvement:

- Monthly General meetings
- Board meetings
- Attend Communications Council meetings
- Compiling board briefs for Perspectus and web page, preparing agendas, tracking and changing whitebook takes approximately 3 hours per month
- It takes approximately 1½ to 2 hours to review and re-write the notes from the meetings. Handwritten minutes must be submitted to the office manager to be typed within a week of the meeting

Experience:

It is a position that will experience the workings of the Board, the functions of the League, and the processing of projects. This is a voting position on the Board. The member should have more than two year's Active experience. She should possess good listening skills and ability to take concise and accurate notes.

JOB DESCRIPTION

Title: **Community Vice President**
Member: Board of Directors & Community Council

Goal: To guide the Community Council in its purpose of enhancing the community through the effective action of trained volunteers.

Duties:

- Assist the President and President-Elect and shall temporarily assume their duties if needed
- Chair the Community Council
- Determine the members representing League on community board and request a yearly report (League year) detailing their involvement on those boards
- Coordinate efforts of Project Development, Public Policy (NYSPAC), and Ad Hoc Community Assistance/Small Grants Committees to ensure efficient use of League resources
- Chair of the Ad Hoc Project Evaluation Committee
- Member of Ad Hoc Transition Team
- Member of the Project Development Committee
- Designate council member to serve on Ad Hoc Community Assistance/Small Grants Committee, Show House Proceeds Committee and Strategic Plan Committee
- Liaison to existing/current/collaborative partners in the community
- Bring forward to the membership project(s) for approval
- Assist with transition of projects
- Help to coordinate Placement Fair
- Bring forward nomination(s) and selection of member for Community Council Award presented at Annual Dinner
- Submit monthly Board report and Perspectus article
- Oversee council budgets

Time Involvement:

- Monthly general meetings
- Board meetings
- Community Council meetings
- Ad Hoc Transition Team meetings
- Ad Hoc Project Evaluation Committee meetings
- Ad Hoc Community Assistance/Small Grants Committee, Show House Proceeds Committee and Strategic Plan Committee meetings as designated member. May send council member instead
- 5 hours per week at home

Experience:

Would suggest this position for a member who demonstrates strong organizational, communication, and people skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League.

JOB DESCRIPTION

Title: **Communications Vice President**
Member: Board of Directors & Communications Council

Goal: To improve frequency, accuracy, and consistency of public relations and marketing efforts throughout League and the community. To guide the Communications Council in its purpose of enhancing the awareness of the JLB in the community through public relations and marketing efforts and to further determine and enhance ways of communicating better within the organization.

Act as photographer and historian for the Junior League of Buffalo recording and communicating the accomplishments and history of the JLB. Also, ensure the completion and distribution of the Annual Review at the end of the League year.

Duties:

- Attend and participate at all Board meetings as well as report and discuss Communication Council activities and/or problems
- Attend and participate at all Ad Hoc Transition Team meetings
- Schedule and facilitate all Communications Council meetings
- Approve all materials written by the JLB that will be mailed and/or distributed externally
- Oversee marketing efforts by Marketing Chairs of the Shop and Cookbook, Internal Marketing and PR.
- Proof Perspectus newsletter on a monthly basis before it is printed
- Assist Marketing in writing and distributing press releases about League events, etc.
- Oversee Marketing Co-chairs in developing and carrying out annual marketing plans for Perennial Favorites and Cookbook
- Oversee the preparation of the Annual Review by the Historian
- Further determine and enhance ways of communicating better within the organization
- Work with council members to further their growth and experiences within the organization
- May be required to assist certain Show House committees such as Public Relations and Program
- Assign council member to the Scholarship Committee
- Member of the Ad Hoc Susan Reid Greene Russell Award committee
- Coordinate internal and external communications, public relations and marketing of the League
- Oversee website design and updating
- Oversee updates to computer equipment, software, e-mail for shop and headquarters
- Submit monthly article in Perspectus on communications and/or marketing

Time Involvement:

- Board meetings
- General meetings
- Council meetings
- Planning for Board, General and Council meetings can take about 2 hours a month depending upon what is happening
- Contact via phone and e-mail with council members (generally committee chairs) can take 3 hours a month
- Proofing Perspectus and submitting changes takes about 1 hour per month
- Ad Hoc Transition Team meetings
- Ad Hoc Susan Reid Greene Russell Award Committee meetings

Experience:

Would suggest this position for a member who has more than two Active years League experience and demonstrates strong leadership abilities. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League. The person also should possess strong skills regarding grammar, writing and Communication.

JOB DESCRIPTION

Title: **Membership Vice President**
Member: Board of Directors & Membership Council

Goal: Ensure Membership Council fulfills its purpose to retain current members, recruit new members from all sections of the community, encourage active participation and develop new leadership in JLB.

Duties:

- Board member
- Chair of the Membership Council
- Nominating Committee Member
- Member of Ad Hoc Transition Team
- Oversee Provisional program & recruitment, meeting planning and member relations
- Encourage members to connect and get to know each other
- Oversee Training & Education Chair and work together to meet the needs of Membership Council
- Provide mentoring and development of emerging leaders
- Bring forth membership issues to the Board
- Complete slating of Show House Proceeds committee as stated in Standing Rules
- Bring names of JLB member(s) participating in ODI or League related conference to Board for approval
- See that the placement committee completes its nominating duties
- Coordinate activities of the Membership Council and their regular meetings
- Liaison between the Board and Membership Council communicating information to both groups
- Develop membership's knowledge, participation and interest in the Leadership of JLB and AJLI
- Maintain records and files necessary for community award nominations, selecting delegates, community board members, filling vacancies, slating officers and committee chairs
- Liaison between League and Area Nominating Committee
- Establish quorum number on the day of a general meeting and communicate to President
- Distribute and collect absentee ballots at Board meetings, as needed
- Count and tabulate written votes for the President at general meetings and Board meetings
- Present the slate to the Board for approval and then to the membership, no later than April General Meeting
- Liaison from Membership Council Committee Chairs to the President
- Maintain current & accurate membership database
- Communicate membership database changes to each council
- Coordinates the nominating process including preparing and disseminating the Straw Ballot as approved by the Board. Collating results from general membership, President, President-Elect, and correct council vice-presidents and committee chairs and determining place and time of meeting
- Member or appoints council member to Ad Hoc Strategic Plan Committee
- Submit monthly article in Perspectus on membership related issues
- Responsible for annual Placement Brochure & coordination of spring Placement Fair
- Oversee planning for each General Meeting by working with the Social & Meeting Planner
- Coordinate communication & review of Council Awards
- Coordinate communication & review of President's Award
- Coordinate communication & review of SGRA

Time Involvement:

- Contact via phone and e-mail approximately 10-12 hours per week during peak activity in spring (Feb/March/April/May), approximately 3-5 hours week during rest of year (June-January).
- Placement hours are flexible and will vary
- General meetings once a month
- Board meetings
- Membership Council meetings as scheduled
- New Member Recruitment meetings in summer/early fall
- Provisional meetings as needed/requested
- Nominating meetings
- Ad Hoc Transition Team meetings

Experience:

A member who demonstrates strong organizational, written and verbal communication, people skills, delegation, time management, and facilitation skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League.

JOB DESCRIPTION

Title: **Financial Vice President**
Member: Board of Directors & Financial Council

Goal: To guide the Financial Council in its purpose of fundraising, managing and investing Junior League funds. To assist in the development of a long term financial plan for the Junior League and monitor adherence.

Duties:

- Chair monthly Financial Council meetings and coordinate activities of the council
- Oversee financial procedures of all Fundraisers and supervise all financial aspects of League
- Provide a monthly review of financial statements prepared by Financial Manager/Treasurer to the Board. Review actual versus budget to make sure line items are on budget
- Acts as advisor to the Treasurer of any League fundraiser
- Responsible to ensure general membership and Board are educated and have a general understanding of the financials of the Junior League
- With the Treasurer, supervise the Financial Manager
- Project and plan for purchases of office equipment
- Responsible for hiring auditor, investing money, negotiating contracts and keeping the JLB adequately insured
- Prepare annual budget and present it for vote to membership. Chair budget meeting with Vice Presidents of Council, President and President-Elect
- Liaison to headquarters' manager and oversees the maintenance and managing of headquarters' ownership
- Oversee payment of Show House Proceeds to recipient. Review expense submissions from recipient for adequacy. Monitor balance due to recipient
- Member of Ad Hoc Transition Team
- Member of Ad Hoc Project Evaluation Committee
- Member or appoints council member to Ad Hoc Community Assistance Committee
- Member or appoints council member to Show House Proceeds Committee
- Submit monthly article in Perspectus on financial overview, etc.

Time Involvement:

- Monthly general meetings
- Board meetings
- Financial Council meetings
- Ad Hoc Transition Team meetings
- Ad Hoc Project Evaluation Committee meetings
- Ad Hoc Community Assistance/Small Grants Committee and Show House Proceeds Committee meetings if designated member. May send Council member instead
- 5 hours per week at home

Experience:

Would suggest this position for a member who demonstrates strong financial, organizational, communication and people skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League.

JOB DESCRIPTION

Title: **Sustainer Vice President (2)**
Member: Board of Directors & Sustainer Council

Goal: To guide the Sustainer Council in representing the interests of the Sustainers and acts as a liaison between the Board and Sustainer Council and committees. She works with the general membership to ensure that Sustainers feel valued and cared about by the JLB. Acts as advisor and resource to the Board of Directors and is a Board member.

Duties:

- Chairs the Sustainer Council
- Coordinates the committee activities of the Sustainers
- Sees that each of the other councils has a Sustainer Representative who shall also be a member of the Sustainer Council
- Responsible for providing linkages between the Sustainers and Actives, other councils and the Board of Directors
- Voting member of the Nominating Committee
- Present information and policy matters to the Board and make recommendations concerning Sustainers
- Continually evaluate Sustainer programs, making suggestions for improvements and additions
- Act as representative (Sustainer VP) to the Ad Hoc Transition Team
- Market Sustainer status to potentials, always working to attract new Sustainers to help with the group and JLB as a whole to be as strong as possible
- Encourage Sustainers to stay involved in JLB
- Be available as knowledgeable, experienced resources and aid for JLB and Board
- Assist Strategic Plan Chair to assign two Sustainers to Strategic Plan Committee
- Assist the Membership VP to assign one Sustainer to Community Assistance/Small Grants Committee
- Assist the Membership VP to assign two Sustainer members and one Sustainer at-large to Show House Proceeds Committee
- Assist Nominating/Placement in assigning Sustainers to slated positions

Time Involvement:

- Monthly general meetings
- Board meetings
- Sustainer Council meetings
- Nominating Committee meetings
- Ad Hoc Transition Team meetings

Experience:

A Sustainer who can represent the interest of the Sustainers and act as a resource to the Board and general membership

JOB DESCRIPTION

Title: **Strategic Planning Chair**

Member: Board of Directors

Goal: Oversee the implementation and development of the Junior League's Strategic Plan, evaluate and monitor its progress and provide training and feedback to the membership.

Duties:

- Member of the Board of Directors
- Member of the Membership Council
- Chair of Strategic Plan Committee in development years
- Member of Ad Hoc Community Assistance/Small Grants Committee
- Member of the Ad Hoc Transition Team
- Educate and encourage the membership about Strategic Planning and their part in it
- Educate the committee chairs on developing work plans
- Oversee the development of Strategic Plan in development years
- Each year help the committees develop work plans to carry out the goals and objectives
- Monitor the implementation of the plan through councils and Board on a monthly basis
- Updates the current Strategic Plan with the Board, Council VP's and Committee Chairs
- Submits updated Strategic Plan to Board and for inclusion in the white book
- Submit monthly article in Perspectus

Time Involvement:

- General meetings once a month
- Board meetings
- Membership Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication, and people skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. As this is a Board position, it involves discussion and debate and the individual should have a well-rounded view of League. The person also should possess strong skills regarding grammar, writing and communication.

JOB DESCRIPTION

Title: **Parliamentarian**

Member: Board of Directors (non-voting position)

Goal: Advises the President and Membership on all matters of Parliamentary Procedure and JLB governance documents. She acts as a judge of election under established voting procedures and acts as a timekeeper at general and Board meetings.

Duties:

- Act as non-voting member at all Board meetings
- May vote at General meetings but may not state a pro or con
- Advises President on all matters of parliamentary procedure pursuant to Robert's Rules of Order-Newly Revised
- Advise at Board and general meetings on issues of parliamentary procedure and protocol
- Judge of Election under established voting procedure
- Time keeper at all Board and general meetings, make sure meetings stay focused on business at hand
- Explain voting procedures to the membership at the general meetings, when applicable
- Attend a council meeting of her choice each month
- Invited to Ad Hoc Transition Team

Time Involvement:

- Board meetings
- Monthly general meetings. Voting members are mandatory or a past parliamentarian replacement must be found as a replacement and updated on any pertinent information
- Attend a Council meeting monthly of her choice
- May attend Ad Hoc Transition Team meetings
- Time spent reading, learning and understanding the White Book and Robert's Rules of Order-Newly Revised. Additional time may be necessary to prepare for general meetings where a vote will be taken

Experience:

It is a position that will experience the workings of the Board and functions of League. This is a non-voting Board position. The member should have more than 2 year's Active League experience.

She should possess good listening skills and the ability to accurately explain rules and procedures from the White Book and Parliamentary Procedure. She should feel comfortable speaking before the membership to explain procedures.



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Women building better communities

COMMUNITY COUNCIL -

The Community Council shall be responsible for developing & implementing the current community project as well as researching and evaluating placement projects. The Community Council attending community meetings as designated; and serving as a liaison between the community and the League.

Placements within the Community Council:

Leadership/Slated Positions:

DO-IT-IN-A-DAY CHAIR
DO-IT-IN-A-DAY CO-CHAIR
PROGRAM DEVELOPMENT CHAIR
PROGRAM DEVELOPMENT CO-CHAIR
ROUNDTABLES CHAIR
ROUNDTABLES CO-CHAIR
PUBLIC POLICY CHAIR
COMMUNITY ASSISTANCE GRANT CHAIR

Committee Positions:

DO-IT-IN-A-DAY
PROJECT DEVELOPMENT
ROUNDTABLES
COMMUNITY ASSISTANCE GRANTS

JOB DESCRIPTION

Title: **Program Development Chair
Program Development Co-Chair**

Member: Community Council

Goal: To guide the Program Development in its purpose to study and evaluate trends and needs of the community, to create and follow a process for determining future JLB projects and designs and monitors JLB projects.

Duties:

- Member of the Community Council
- Chair Program Development
- Inform and updates Community Vice President of committee status and progress
- Educates council members and membership-at-large on the status and progress of the project
- Arranges for training, meetings and coordination of events/workshops related to the committee
- Serves on Ad-Hoc Project Evaluation Committee and adheres to the procedures according to the JLB White Book
- Serves as liaison to each project chair to provide assistance with the Mid-Year Evaluation Form and Application
- Oversees the financial budget and assures allocation of funds within guidelines of JLB reimbursement procedures
- Coordinates writing of Perspectus article about the project
- Plan and implement the fall and spring placements
- Collects Mid-Year Evaluation(s)
- Assist with transition of project(s)
- Designs, distributes and calculates survey responses from the membership as to interest and needs to serve on placements for community projects
- Conducts community needs assessment and collects information on the needs of not-for-profit human service agencies
- Researches and brings forward projects/focus areas to the membership

Time Involvement:

- General meetings once a month
- Community Council meetings
- Project Development Committee meetings
- Serves on the Ad Hoc Project Evaluation Committee
- Placement hours require availability for the fall and spring events and flexibility to conduct planning and attend outside committee meetings
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should also possess strong skills regarding ability to work with diverse populations, as well as an understanding of not-for-profit human service agencies.

JOB DESCRIPTION

Title: **Do It In A Day Chair**
Do It In A Day Co-Chair

Member: Community Council

Goal: To guide the Do it in a Day project in its purpose of enhancing the community through the effective action of trained volunteers.

Duties:

- Member of the Community Council
- Chairs Do it in a Day project
- Informs and updates Community Vice President of committee status and progress
- Educates council members and membership-at-large on the status and progress of the project
- Arranges for training, meetings and coordination of events/workshops related to the committee
- Contact a minimum of 30 agencies both during the summer for the fall placements and during the fall for the spring placements
- Select a volunteer coordinator for each event. This person will serve as liaison to the agency, send out reminders to each committee member involved and submit a critique of the event.
- Oversee that members, including the chair, select a minimum of 7 events (28 hours total) during the course of the year
- Review critique(s)
- Oversees the financial budget and assures allocation of funds within guidelines of the JLB reimbursement procedures
- Coordinates writing of Perspectus article about the project
- Plan and implement the fall and spring placements
- Complete Mid-Year Evaluation
- Assist with transition of project

Time Involvement:

- General meetings once a month
- Community Council meetings
- Placement hours require availability for the fall and spring events and flexibility to conduct planning and attend outside committee meetings
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should also possess strong skills regarding ability to work with diverse populations, as well as an understanding of not-for-profit human service agencies. The chair is encouraged to explore a wide variety of agency opportunities that value the time and skills of our membership. Thinking outside the box can make this project more interesting, exciting and fulfilling.

JOB DESCRIPTION

Title: **Public Policy Chair**

Member: Community Council

Goal: To conduct research and educate the JLB on issues relevant to the focus areas and position statements

Duties:

- Member of the Community Council
- Chairs Public Policy/Community Research Committee and sits on the Project Development Committee
- Coordinates research of public policy issues, identified by the membership survey for Project Development
- Educates Board members and membership-at-large on public policy issues
- Arranges for training and education of articles on public policy
- Coordinates writing of Perspectus articles on public policy
- Meets with area legislators and community leaders to identify community needs in regards to public policy issues
- Collaborates with other local groups, as well as NYSPAC, to advocate public policy issues that relate to the needs of the Western New York community
- Meets with area legislators and leaders to express League concerns and receive community feedback
- Prepares, reviews, and recommends public stands related to current position statements

Time Involvement:

- General meetings once a month
- Community Council meetings
- Project Development committee meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should also possess strong skills regarding grammar, writing and communication.

JOB DESCRIPTION

Title: **Community Assistance Grants Chair**

Member: Community Council

Goal: To guide the Community Assistance Committee to announce, select and provide financial assistance to not-for-profit agencies in the Western New York community. To assess viability and opportunities for grant writing in the Junior League and act as liaison with the Grantsmanship Training Course.

Duties:

- Member of the Community Council
- Inform and updates Community Vice President of Small Grants Committee status and progress
- Educates council members and membership-at-large on the status and progress of the grant programs
- Arranges for training, meetings and coordination of events/workshops related to the committee
- Serves on Ad-Hoc Community Assistance Committee and adheres to the procedures according to the JLB Bylaws, Policies and Procedures
- Write press releases announcing the funds available and the selection of awarded agencies
- Serves as liaison to applicants and provides written documentation of their status of consideration
- Arranges and forwards contracts to awarded agencies
- Oversees the financial budget and assures allocation of funds within guidelines of JLB reimbursement procedures, as well as the Community Assistance Fund Committee
- Coordinates writing of Perspectus articles about grants
- Grantsmanship Training Program
 - Secures location to host the program
 - Prepares mailing list, cover letter and mailing for the Grantsmanship Training Program
 - Writes press release for Grantsmanship Training Program
 - Coordinates with host site, all preparations for the Grantsmanship Training Program (snacks, beverages, equipment and materials)
 - Serves as liaison to the Grantsmanship Course

Time Involvement:

- General meetings once a month
- Community Council meetings
- Chair the Ad-Hoc Community Assistance Committee
- Placements hours require availability to conduct planning and attend outside committee meetings
- Contact via phone or e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should have excellent time management skills with the ability to adhere to timeline. The person should possess clear understanding of the League's philosophy, mission and focus area.

JOB DESCRIPTION

Community Roundtables Chair

Community Roundtable Co-Chair

Introduction

Three JLB community roundtables will be done in cooperation with the Women's Fund of WNY around the "*Pathways to Progress Report*" commissioned by the WNY Women's Fund and completed by the University of at Buffalo Regional Institute.

Purpose

The goal of each roundtable will be to further research roadblocks and gaps identified under the five women highlighted in the study. The roundtable committee and program development will select both the women and the roadblocks to be researched, with input from the membership.

Commitment

Volunteers are expected to initially research the select areas, recruit the most knowledgeable and appropriate panelists, and facilitate community dialogue. Additionally the volunteers will report to the Community Council and JLB Board. Each volunteer is expected to attend all committee meetings and community meetings around their selected areas. They will also be responsible in contacting and gathering knowledge and data from various agencies, institutions and groups involved in direct and indirect services. The committee will overall be responsible for the facilitation, logistics, and final report of the community dialogue and consensus.

Dates and Time Commitment

The committee will be prepared to provide a written and oral report by March 1st 2011 in celebration of Women's History Month.

Time will be flexible with research. Committee meetings will be determined by the availability of the chairs and committee.

Once the roundtable dates are established, these dates must be adhered to once the publicity and speakers are confirmed



JUNIOR LEAGUE OF BUFFALO
Women building better communities

COMMUNICATIONS COUNCIL –

The Communications Council shall be responsible for internal and external communications, including increasing the League's visibility and promoting the League's activities through the media and other means.

Placements within Communications Council:

Leadership/Slated Positions:

JLB EDITOR (PERSPECTUS/ANNUAL REVIEW)
PERSPECTUS CO-CHAIR
MARKETING & PUBLIC RELATIONS COORDINATOR
ACTIVE COMMUNITY ARCHIVIST
WEBSITE COORDINATOR

Committee Positions:

MARKETING & PUBLIC RELATIONS

JOB DESCRIPTION

Title: **JLB Editor**

Member: Communications Council

Goal: The goal of the JLB Editor is to publish the JLB monthly newsletter up to 6 times/year. This involves gathering the articles, layout and design and the bulk mailing of 500 pieces. The job of laying out an issue is not easily shared because it is all done on computer. The bulk mailing really needs the entire committee to help. This is a very high profile position and allows you to have contact with many members. It gives you insight into what is happening in our League. Work with the Website Coordinator to post Perspectus electronically. Act as photographer and historian for the Junior League of Buffalo recording and communicating the accomplishments and history of the JLB. Also, ensure the completion and distribution of the Annual Review at the end of the League year.

Duties:

- Attend Communication Council meetings
- Set deadlines at beginning of year
- Notify all chairs and Patty of Perspectus deadlines
- Send reminder e-mails or call all Board members and other chairs indicating upcoming deadline
- Gather articles and photos through e-mail, mailbox at headquarters, mailed articles. Contact chairs for missing information (for example, you need at least one Sustainer article.)
- Get Board briefs from Communications VP
- Layout/design of newsletter (this takes a minimum of 16 hours)
- Obtain sign-off of the newsletter from Communications Vice President
- Drop off Perspectus at the printer
- Write and distribute Annual Review for current year. Consult President during preparation and before Annual Review is printed to make sure it is suitable as a marketing tool and available to community leaders and advisors
- Photographs League activities and its members at general meetings, League events and fundraisers for Perspectus and yearly scrapbook
- Complete annual scrapbook and place at headquarters
- Oversees editing and publishing the yearbook
- Obtain pictures from League members and committees for Perspectus and annual scrapbook
- Obtain copies of news clippings about the Junior League for scrapbook
- Promote the history of the Junior League of Buffalo in the community and within League
- Member of Communications Council
- Archives/stores pictures and Annual Review as JLB history
-

Time Involvement:

- Attend monthly general meeting
- Attend the monthly Communications Council meeting
- Layout/design of newsletter (this takes a minimum of 16 hours)
- Reminder e-mails and gathering articles approximately 4 hours per month
- Monthly general meetings. If unable to attend, must have a substitute photographer (possibly Perspectus Co-chair)
- Requires about 1 to 2 hours a month researching and preparing Perspectus articles, etc. Can become more time consuming if there is a special project/event that requires photographing
- Requires about 1½ hours per month developing annual scrapbook and collecting photos from committees
- Requires approximately 8-10 hours in spring to write and distribute Annual Review for current year in Perspectus

- Annual Review draft due by June of League year ending

Experience:

This is a perfect position for a member who has strong communication, writing and organizational skills, ability to meet tight deadlines, e-mail proficiency, some computer experience (publishing software can be learned quickly), at home computer is helpful. A computer at headquarters may be used if necessary.

JOB DESCRIPTION

Title: **Perspectus Co-Chair** (works w/JLB Editor)

Member: Communications Council

Goal: The goal of the Perspectus team is to publish the JLB monthly newsletter 10 times a year. This involves gathering the articles, layout and design and the bulk mailing of 500 pieces. The job of laying out an issue is not easily shared because it is all done on computer. The bulk mailing really needs the entire committee to help. This is a very high profile position and allows you to have contact with many members. It gives you insight into what is happening in our League.

Duties:

- Schedule committee members for monthly mailings
- Obtain proper materials from Post Office (mailing trays, tray labels, sorting stickers, etc.)
- Purchase sealing labels
- Get address labels from Patty at headquarters
- Pick up newsletter at printer
- Participate in collating, folding, sealing of 500 piece mailing (this takes about 3 hours with the entire committee)
- Drop-off mailing at Post Office
- Send Post Office receipt to headquarters
- Solicit advertising to help fund Perspectus monthly

Time Involvement:

- Attend monthly General meeting
- Attend the monthly Communications Council meeting
- Collating, folding, sealing of 500 piece mailing (this takes about 3 hours)
- Post Office and printer responsibilities approximately 3 hours per month
- Gathering articles approximately 4 hours per month

Experience:

This is a perfect position for a member who has strong communication, writing and organizational skills, ability to meet tight deadlines, e-mail proficiency, some computer experience.

JOB DESCRIPTION

Title: **Website Coordinator**

Member: Communications Council

Goal: Coordinate the organization's website supporting frequent, accurate, and consistent communications with internal (members) and external (public) communications. Enhance the website's capabilities by strengthening the "members only" content providing a forum for members to connect with other members and track their own membership history and obligations. Create awareness of the organization in the community by implementing innovative public relations and marketing strategies using the website as a base platform. Analyze opportunities and deploy techniques to improve communication.

Duties:

- Interact with Communications Council and Membership Council leadership (Vice Presidents and Chair, Marketing and Public Relations) to facilitate availability of timely and reflective information about the organization to post on the website.
- Keep current and improve the organization's website.
- Assess and enhance ways of communicating better within the organization and to the public.
- Mentor Council members to further their growth and experiences within the organization.
- Facilitate mechanism for sales (cookbook and Show House tickets) and donations on the website.
- Coordinate "message board" function on website for members.

Time Involvement:

- General meetings
- Communications Council meetings
- Contact via phone and email with members can take three hours a month.
- In 2009 – 2010, additional time (possibly several hours a week) will be needed to launch the "members only" portion of the website. This will include coordination of content.

Experience:

This position is appropriate for a member who has at least one Active year League experience. She should demonstrate strong leadership with the ability to work on an independent basis after receiving input from others. The individual must possess basic website management and development skills. Strong grammar, writing, and communication skills along with being available for timely action are keys to success for the individual with this placement. The individual should have a well-rounded view of the organization and be able to synthesize information about activities and programs to attract awareness via the website.

JOB DESCRIPTION

Title: **Marketing & Public Relations Coordinator**

Member: Communications Council

Goal: To improve the frequency, accuracy and consistency of public relations and marketing efforts of League to the community and membership.

Duties:

- Assist the Recruitment Chair in marketing the WEB provisional program
- Market and promote League in the community
- Write and submit press releases about general meetings, special projects/events, fundraisers, awards, National Volunteer Week. etc. with the exception of Show House
- Obtain copies of news clippings of press releases and submits them to the Communications VP
- May be required to assist certain Show House committees, such as Public Relations and Program
- Secure television coverage, when applicable
- Design, plan and coordinate ways to market member programming to Junior League members
- Communicate regularly with leadership team and advise of internal marketing opportunities
- Initiate creative ideas to promote Junior League requirements through outcomes based communication
- Investigate and coordinate all ordering and distribution of promotional materials internally.
- Develop League logo merchandise to be sold or used by members
- Assist the Meeting Planner and Member Relations Chair with meeting preparations and communications
- Attend, encourage and support Junior League events
- Attend all Communications Council meetings and reports to the Communications VP
- Assist the Recruiting Chair in marketing the WEB provisional program internally and Tell Two Friends Campaign
- Maintains budget and submits reimbursement requests within a timely manner
-

Time Involvement:

- General meetings once a month
- Communications Council meetings monthly
- 1 to 2 hours a week preparing press release, marketing materials, etc.
- Contact via phone and e-mail with media, President, Communications VP and Leadership Team
- Can become more time consuming if there is a special project/event that requires more press. Time commitment will increase if there is a Show House involvement

Experience:

This is a perfect position for a member who has strong communication and writing skills. Daytime availability is necessary for telephone calls to the media. Writing can be done at any time of the day. Proactive demeanor and ability to enhance member communication.



JUNIOR LEAGUE OF BUFFALO
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MEMBERSHIP COUNCIL –

The Membership Council shall be responsible for membership recruitment, retention, training, promoting the morale of the membership, and shall also be responsible for mentoring and assisting in the transition of new and transferred members into the League.

Placements within the Membership Council:

Leadership/Slated Positions:

PROVISIONAL CHAIR
PROVISIONAL CO-CHAIR
NEW MEMBER ADVISORS **TWO YEAR PLACEMENT**
CORRESPONDING SECRETARY
TRAINING AND EDUCATION CHAIR
TRAINING AND EDUCATION CO-CHAIR
SOCIAL & MEETING PLANNING CO-CHAIR
SOCIAL & MEETING PLANNING CO-CHAIR

Committee Positions:

N/A for Membership council

JOB DESCRIPTION

Title: **Corresponding Secretary**

Member: Membership Council

Goal: Maintain updated and accurate records of membership status and complete reports for AJLI as requested.

Duties:

- Conduct the general correspondence of the League
- Keep a list of names, addresses, phone numbers, e-mail addresses, and membership status
- Process transfers, resignations, and changes of status
- Maintain a file of essential records which shall be transferred to her successor and assist in the preparation of the White book
- Member of the Membership Council
- Publish a monthly Corresponding Secretary's Report to be issued to the Membership VP prior to each Board meeting and included in each Perspectus issue. This report will include membership status changes, transfers to and from the JLB, resignations, address changes, removals, etc.
- Send "15-day" removal letters to delinquent members regarding unfilled obligations and deficiencies and notification of pending League action if not resolved
- Manually update all membership additions, deletions, and changes in the computerized AJLI annual billing report for future reconciliation to each updated AJLI print-out of the annual billing report
- Coordinates computerization of membership records with JLB office manager via monthly reports
- Acts as transfer advisor/mentor
- Send letters in the name of JLB, when requested
- In the January Perspectus, publish an article noting that all status changes must be submitted to headquarters by March 1st

Time Involvement:

- General meetings once a month
- Membership Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication, and people skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League. The person also should possess strong skills regarding grammar, writing and communication.

JOB DESCRIPTION

Title: **New Member Advisor (2 year placement/4 members)**

Member: Membership Council

Goal: Maintain League members satisfaction within their placements and committees and ensure that members are completing their requirements and are in good standing. Encourage active participation.

Duties:

- Contact all advisees at least once a week prior to Provisional training and introduce self, make the one on one connection with each advisee and remind them of training dates and attendance
- Familiarize self with JLB White Book, particularly those areas relating to Membership
- Contact each advisee monthly regarding meeting dates, pertinent JLB information, ongoing placement activity, requirement status and record notes on Advisee Log Sheet
- Attend a minimum of two Advisee Committee meetings to gain a clearer picture of who each advisee is, how she works within the committee and what concerns they may have on her placement
- Attend all Advisor/Nominating Placement Committee meetings
- Attend all general meetings and organize set-up. Introduce yourself and welcome members as they sign-in and introduce them to other members. Assist with the collection and counting of ballots during voting meetings
- Host the February Neighborhood Meetings for your committee, discuss the Placement Brochure
- Monitor each advisee for general meeting attendance and JLB membership requirements
- Assist advisees in developing their JLB career path and identify advisees with leadership potential and/or interest in specific League placement
- Encourage advisees through confidence building and risk taking
- Update Placement Chair/Co-chair at least monthly on advisees; more frequently as needed
- Conduct one on one placement interview with each advisee throughout January and February; goal is to determine JLB placement opportunities and career path for following year
- Provide the highest quality of membership service to your advisees; we are their customer service department. Remember, if you do not contact advisees regularly and keep on their needs/desires, then you may be hit with a "surprise" concern at a later date and will need to spend extra time handling the issue. Our members could have chosen other organizations to volunteer their time but they have chosen the League and are paying for the privilege. Keep mindful of that. You need to act as each advisee's "pipeline" of information between her and JLB
- Assist in the slating process for the leadership team for the JLB. Assist in the selection of Council Award recipients
- Assist in the distribution, collection and tallying of ballots for votes at general meetings
- Assist with WEB trainings
- Assist with and attend all WEB social events held throughout the year and encourage participation and connections among members

Time Involvement:

- Monthly general meetings
- Attend WEB trainings
- Nominating Placement meetings (plan on additional meetings during slating process in Feb/March)
- Monthly Membership Council meeting
- Committee meeting
- Telephone work 1-2 hours/month

Experience:

It is a position that will experience the functions of League and the placement of members. The member should have an interest in mentoring and human resources. She should possess good listening, people and organizational skills. This position requires confidentiality during the

nominating and placement process. This committee offers a great opportunity to interact with many different League members.

JOB DESCRIPTION

Title: **Provisional Chair and Co-Chair**

Member: Membership Council

Goal: Coordinate events of the JLB admissions calendar and to implement the Provisional training course to secure Active status for incoming JLB members. Plan and execute new member social and placement activities throughout the League year to increase new member satisfaction.

Duties:

- Schedule and facilitate New Member informational meetings
- Solicit perspective member names from current membership
- Work with recruiter to ensure a minimum of 35 training participants
- Distribute JLB admission applications to interested women via JLB members, inquiries to JLB office and through Communications Council
- Plan activities that will recruit new members to JLB in cooperation with the marketing liaison from all sections of the community
- Process acceptances to the Provisional Class
- Coordinate and prepare the Provisional Training Course to educate Provisionals in voluntarism. Secure members of the Board of Directors and membership to speak
- Provide Provisionals with an overview of mission, goals and objectives of the JLB
- Recommend to the Board of Directors that Active status be granted to Provisionals who have completed course requirements
- Plan and execute placement activities throughout the League year for new members
- Continue to provide social opportunities for new members throughout first Active League year of new members
- Initiate and execute a mentoring program for new members so they know someone in addition to their advisor
- Assign advisors to new members

Time Involvement:

- Monthly general meetings
- Membership Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail
- Busiest time from July-October
- Informational meetings take place during the end of July and early August
- The training dates take place in the month of September
- After members are activated, time requirement reduces but continues with regard to social and placement opportunities

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Social & Meeting Planner Chair**
Social & Meeting Planner Co-Chair

Member: Membership Council

Goal: To make all arrangements for general meetings and to organize social events

Duties:

- Reserve locations for general meetings and social events
- Organize and send out invitations to social events with Communications VP
- Plans for audiovisual equipment, delivery of handouts, sign-in tables, and refreshments for general meetings
- When necessary, responsible for additional event planning and arrangements
- Attend all Membership Council meetings and reports to Membership VP
- Maintains budget and submits reimbursement requests within a timely manner
- Returns empty pop cans from headquarters for deposit return. Counts each single register tape and cashes it in
- Ensure a minimum of 3 social opportunities outside of general meetings for the active membership on a monthly basis (September – May).

Time Involvement:

- General meetings once a month
- Social events
- Membership Council meetings
- Contact via phone and e-mail with President, Membership VP and community contacts can take 3 hours a month
- Organizing & communicating social opportunities outside of GM's take 3-5 hours/month
- Shopping and set-up approximately 2 hours per month

Experience:

Would suggest this position for a member who has strong organizational, communication, event planning and people skills. Familiarity with Western New York is a plus.

JOB DESCRIPTION

Title: **Training & Education Chair**
Training & Education Co-Chair

Member: Membership Council

Goal: Develop and administer volunteer training programs to the general membership

Duties:

- Plan and lead Training Committee meetings
- Conduct at least four educational workshops per year for the membership at large at general meetings
- Assist each VP and/or Chair by planning and providing at least one educational workshop for their council or committee
- Attend all Membership Council meetings
- Train trainers and develop an evaluation system for trainings
- Establish and carry out Training Committee's goals and objectives
- Develop a workshop resource list and maintain AJLI training network resource file
- Answer requests for workshops from JLB and the community
- Recruit workshop coordinators and recommend members for leadership positions
- Provide training workshops at Board meetings at request of President
- Submit monthly Perspectus article on training tips and/or upcoming trainings
- Contact person for regional training and plan and execute regional training at the request of the President

Time Involvement:

- General meetings once a month
- Membership Council meetings
- Training Committee meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong facilitation, communication, organizational, people skills, time management skills and is motivational. The person also should possess strong skills regarding grammar, writing and communication.



JUNIOR LEAGUE OF BUFFALO
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FINANCIAL COUNCIL –

The Financial Council shall be responsible for the JLB's fundraising efforts, including 1919 Fund, Cookbook, but not limited to researching and evaluating Fundraising projects.

Placements within the Financial Council:

Leadership/Slated Positions:

SHOW HOUSE CHAIR 2011
TREASURER
COOKBOOK SUNSET CHAIR
1919 ENDOWMENT CHAIR
1919 ENDOWMENT SUSTAINER CO-CHAIR
DEVELOPMENT CHAIR

Committee Positions:

COOKBOOK SUNSET COMMITTEE
1919 FUND

JOB DESCRIPTION

Title: **Show House Chair**

Member: Financial Council

Goal: Act as General Chairperson of the entire Show House project

Duties: **Year One:**

- Responsible with the Co-Chair for house search. House search includes writing press release announcing search and calling real estate agents. A house visit usually takes about 90 minutes and can be at any time of the day based on what is convenient for the person offering the house. Also, responsible for follow-up calls and thank you notes.
- Meets with the Buffalo News to appraise them of the house search and then of the final choice prior to announcement to the general membership.
- Reviews previous Show House notes and speaks with previous Show House Chairs as well as any other past Steering Committee members as necessary.
- Discuss contracts and re-working of with the attorneys
- Plan strategies and create forms, etc. for the next year
- Plans budget for the Show House
- Time commitment is minimal for the house search. Time is mostly spent planning (do as much now as there won't be time later.)
- Most of the calls are made during the day during this stage
- A computer is necessary. A fax is very helpful
- Meet once with the Steering Committee once the slate is approved and before the summer begins. Some committees need to do some work over the summer (Public Relations and Decorating.)
- Works with the Co-Chair(s) and Sustainer Co-Chair(s) to decide with committees they will be responsible for
- Plan Steering Committee meeting schedule and locations as well as Executive Committee meetings

Year Two:

- Responsible for signing the contract between the homeowner and League and making certain the contract between League and the News is signed
- Responsible for monthly (and more often as the opening date gets closer) Steering Committee as well as Executive meetings
- Responsible for revising strategies and budgets as necessary
- Coordinates all printed materials except for Program with the Buffalo News
- Works with the News and tickets regarding ad campaign
- Works with the News and Public Relations regarding future articles
- Responsible for being at television stations and radio stations to promote Show House
- Time commitment September-March: weekdays, about 20 hours a week and two nights per week. (Steering Committee meeting and, if one chooses, individual committee meetings)
- Time commitment March –April: weekdays about 25 hours a week and three nights per week
- Time commitment immediately prior to house opening: 35 hours per week, including weekends and nights
- When the house is open expect to be there constantly. A schedule should be done for the Executive Committee but you will want to be there just to make certain everything is running smoothly and to hear the wonderful comments!
- Works with Financial VP and Treasurer regarding final figures
- Expect telephone calls long after the house closes to wrap things up

Time Involvement:

- General monthly meetings
- Chair SH Executive committee meetings
- Chair SH Steering committee meetings
- Financial Council meetings
- Contact via phone and e-mail

Experience:

Would suggest this placement for a member who demonstrates strong management, organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Treasurer**

Member: Financial Council

Goal: To oversee the books and records of the Junior League of Buffalo and work to ensure the Board and general membership understand the League financials. Oversees the work of Financial Manager.

Duties:

- Supervise the Financial Manager (The Financial Manager is a paid employee responsible for maintaining League books and records on a computerized accounting system, and for assisting the Treasurer in all functions deemed necessary.)
- Review and sign checks weekly (coordinate schedule with Financial Manager)
- Review Thrift Shop monthly sales report (prepared by Financial Manager)
- Review deposit postings (deposits made by Financial Manager)
- Review reconciliation reports that are prepared by Financial Manager
- Review monthly financial statements and budget updates that are prepared by Financial Manager
- Oversee preparation and mailing of dues bills (in early March) and help in collecting past due amounts (Financial Assistant does actual job but Treasurer oversees the project)
- Mail all information to JLB auditor as requested
- Act as liaison to Financial Manager, League accountant, and other League Treasurers
- Attend monthly Board meetings – Board report prepared for each meeting which includes budget vs. actual report and Shop and Cookbook financial statement & schedule of cash balances
- Attend monthly Financial Council meetings
- Write monthly Financial Corner Perspectus article which just updates members on League Financials and fundraiser numbers
- Assist in preparation of Annual Budget
- May serve on various Ad Hoc committees as Financial Council Representative as determined by Financial Vice President
- Assign work to Financial Assistant as needed
- Make payments in accordance with the budget and shall receive all monies
- Keep full and accurate accounts
- Present quarterly financial statements to the Board
- Turn over to her successor all books and financial records
- File the administrative tax reports, oversees tax reporting for all other League fundraisers
- Member of the Financial Council
- Educate Board on League Financials
- Assist Development Committee and Financial VP in the development of a long range financial plan

Time Involvement:

- General meetings once a month
- Board meetings
- Financial Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail
- 5-8 hours per week at home

Experience:

Would suggest this position for a member who demonstrates strong organizational, communication, and financial skills. It is a wonderful way to be a part of the core of the organization and really get a feel for what is going on within the League.

JOB DESCRIPTION

Title: **Cookbook Sunset Chair**

Member: Financial Council

Goal: Market, sell and distribute the Cookbook. The following duties need to be completed by the chair or delegated to committee members. Those bolded items should be completed by the chair only. Develop a plan to sunset the remaining inventory of Great Lake Effects in the 2010/2011 JLB year.

Duties:

- **Attend Financial Council meetings monthly**
- **Plan and organize monthly committee meetings**
- Arrange for cookbook exchange book inventory-approve all selections before agreeing to an exchange.
- General Meetings
 - a. Transport books to all meetings
 - b. Price, log and track exchange cookbooks
 - c. Track membership purchases and turn in log of member purchases to appropriate membership person for recruitment tracking
 - d. Transport income and credit card documents, from sales to League accountant
- FRP Duties
 - a. Track FRP inventory on monthly basis
 - b. Fax to RFP all orders, which ship direct from our warehouse
- Inventory
 - a. Keep a running inventory of books stored at RFP
 - b. Keep a running inventory of books stored at JLB headquarters
 - c. Record and track books taken by committee members and JLB members
- Restock and Supply
 - a. Order, receive and transport large quantity shipments from FRP
 - b. Move boxed books to JLB headquarters, second floor storage
- **Communicate with FRP re: marketing, PR, special events....**
- **Create a marketing plan with Cookbook Marketing Chair and Communications Council VP**
- **Create a timeline of events and media for year with Cookbook Marketing Chair and carry it out**
- Arrange for special events such as tastings, book signings and cooking demos
- Write article for Perspectus monthly and do flyers for monthly mailings
- Try to make cookbook a part of as many general meeting agendas as possible
- Provide information at every general meeting to keep membership focused on cookbook
- Deal with shipments and delivery distributors and difficult wholesale accounts
- Service general wholesale accounts
- Seek out new wholesale accounts
- Obtain free publicity or if all else fails, figure out where to spend our limited advertising budget
- **Be sure the Cookbook is featured in Show House Program and at Show House events**
- **Keep an eye on inventory level for GLE and exchange books**
- **With office manager, arrange for shipment of GLE from Nashville to headquarters in lots of 500-1000 books. Be sure never to run low at HQ, especially at holiday**
- **Monitor AR and profit statements monthly**
- **Be sure that committee members are fulfilling duties to wholesale accounts in a timely and professional manner**

Time Involvement:

- General meetings once a month
- Cookbook Committee meetings
- Financial Council meetings
- Placement hours are flexible and will vary
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written, verbal communication and people skills. The person should also possess strong skills regarding grammar, writing and communication.

JOB DESCRIPTION

Title: **Development Chair**

Member: Financial Council

Goal: Responsible for the development of a donors fund and assessment of current fundraisers with the goal of creating a solid financial basis to ensure the future of the League. Submit any recommendations for future fundraising opportunities.

Duties:

- Increase the contributions to the donors fund
- Plan and host a Planned Giving Seminar for Sustainers
- Coordinate various fundraisers (i.e. basket raffle, Kate Spade raffle, fashion show, etc.)
- Explore the future need for an endowment fund
- Establish benchmarks and goals for current fundraisers
- Assess financials of all current fundraisers for viability and make recommendations
- Research fundraising opportunities and make recommendations
- Submit monthly articles to Perspectus for fundraising opportunities
- Chair Development Committee meetings throughout the year
- Work with Development Committee, Treasurer and Financial VP to create a three-year financial plan

Time Involvement:

- Development Committee meetings
- Financial Council meetings
- General membership meetings
- Time spent researching fundraisers and developing plan

Experience:

Would suggest this position for a member who demonstrates strong financial, assessment, research and time management skills. This person should also possess strong communication skills. Some fundraising/development experience preferred.

JOB DESCRIPTION

Title: **1919 Endowment Fund Chair**
1919 Endowment Fund Co-Chair
1919 Endowment Fund Sustainer Co-Chair

Member: Financial Council

Goal: The Endowment Fund Chair is responsible for the development of an Endowment Fund with the goal of creating a solid financial basis to ensure the future of the League.

Duties:

- Develop an Endowment Fund

Time Involvement:

- Financial Council meetings

Experience:

Some experience on the financial council and/or in financial field.



JUNIOR LEAGUE OF BUFFALO
Women building better communities

SUSTAINER COUNCIL -

The Sustainer Council consists of experienced JLB members who serve as a liaison and source of additional support/mentor to active councils.

Placements within the Sustainer Council:

Leadership/Slated Positions:

COMMUNICATIONS COUNCIL SUSTAINER REP

MEMBERSHIP COUNCIL SUSTAINER REP

FINANCIAL COUNCIL SUSTAINER REP

COMMUNITY COUNCIL SUSTAINER REP

STRATEGIC PLAN REP

PROVISIONAL SUSTAINER REP

COOKBOOK SUNSET CO-CHAIR

SUSTAINER HISTORIAN

JOB DESCRIPTION

Title: Sustainer Council Representative

Member: Sustainer Council

Goal: To act as an advisor and resource to the council and as a liaison between the council and Sustainers.

Duties:

- Member of the Sustainer Council
- Attend appropriate council meetings based on designation
- Responsible for providing linkages between the Sustainers and Actives
- Present information and make recommendations to council
- Act as representative to the council on behalf of the Sustainers
- Encourage Sustainers to stay involved in JLB
- Be available as knowledgeable, experienced resource and aid for JLB and councils

Time Involvement:

- Designated council meetings
- Sustainer Council meetings

Experience:

A Sustainer who can represent the interest of the Sustainers and act as a resource to the council and membership.



JUNIOR LEAGUE OF BUFFALO
Women building better communities

SHOW HOUSE 2010 -

The Show House Committee shall be responsible for all aspects of JLB's biggest fund-raiser including, but not limited to: securing a home, landscaping, decorating, decorating sales, boutique, café, raffle, programs, promotions, etc.

Placements within Show House:

Leadership/Slated Positions:

ACTIVE CO-CHAIR
SUSTAINER CO-CHAIRS (2)
BOUTIQUE CHAIR
BOUTIQUE CO-CHAIR
BOUTIQUE SUSTAINER CO-CHAIR
BOUTIQUE TREASURER
CAFÉ CHAIR
CAFÉ CO-CHAIR
CAFÉ SUSTAINER CO-CHAIR
SHOW HOUSE TREASURER
SHOW HOUSE ASSISTANT TREASURER
SUSTAINER SECRETARY
DECORATING CHAIR
DECORATING CO-CHAIR
DECORATING SUSTAINER CO-CHAIR
DECORATOR SALES CHAIR
DECORATOR SALES SUSTAINER CO-CHAIR
LANDSCAPING CHAIR
LANDSCAPING SUSTAINER CO-CHAIR
PREVIEW PARTIES CHAIR
PREVIEW PARTIES CO-CHAIR
PREVIEW PARTIES SUSTAINER CO-CHAIR
PROGRAM CHAIR
PROGRAM CO-CHAIR
PROGRAM SUSTAINER CO-CHAIR
PUBLIC RELATIONS CHAIR
PUBLIC RELATIONS CO-CHAIR
PUBLIC RELATIONS SUSTAINER CO-CHAIR
RAFFLE CHAIR
RAFFLE SUSTAINER CO-CHAIR
SNEAK PEEK CHAIR
SNEAK PEEK CO-CHAIR
MONDAY/REGIONAL TOURS CHAIR
MONDAY/REGIONAL TOURS CO-CHAIR

HOUSE OPERATING CHAIR
HOUSE OPERATIONS SUSTAINER CO-CHAIR
STAFFING CHAIR
STAFFING CO-CHAIR
STAFFING SUSTAINER CO-CHAIR
STAFFING ROOM PREPARATIONS CHAIR
STAFFING MANUAL/TRAINING CHAIR
HISTORIAN
TICKETS CHAIR
TICKETS CO-CHAIR
TICKETS SUSTAINER CO-CHAIR

Committee Positions:

JOB DESCRIPTION

Title: **Show Houses Co-Chair(s)**

Member: Financial Council

Goal: Act as a Co-Chair of the entire Show House project

Duties:

Year One:

- Assists with house search
- Meets with the Buffalo News to discuss house search
- Works with Show House Chair to plan strategies and devise forms, etc.
- Works with Show House Chair to plan meeting schedule for the Executive Committee and the Steering Committee
- Reviews previous Show House Co-Chair notes and speaks with previous Co-Chairs
- Time commitment is minimal for the first year
- A computer is very helpful

Year Two:

- Responsible for several Steering committees
- Responsible for working with House Operations regarding all utilities and contacting the City of Buffalo for easements, etc. as needed for parking, etc.
- Responsible for securing telephone service
- Works with the Chair on day-to-day problems, etc.

Time Involvement:

- General monthly meetings
- Time commitment is similar to Chair
- SH Steering committee meetings
- SH Executive committee meetings
- Financial Council meetings
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong management, organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Sustainer Show House Co-Chair(s)**

Goal: Act as a Sustainer Chair of the Show House project

Duties:

- General meetings monthly
- Time commitment varies but the Sustainer should assume some responsibility to relive some work from the Active Chair and Co-Chair(s)
- SH Steering Committee meetings
- SH Executive Committee meetings
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong management, organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Program Chair**
Program Co-Chair
Program Sustainer Co-Chair

Goal: Responsible for complete design (copy, art and layout) and printing of the Show House Program.

Duties:

- Chairs of the Show House Programs Committee
- Determine the format of the program. Decide on size, color, number of pages and type of paper. The printer you choose should help make your decision
- Determine cover format and content
- Works with the Executive Committee to establish rates and discounts
- Drafts letters to be mailed to potential advertisers
- Solicits advertisements based on an advertising sales plan
- Prepare list of previous program advertisers. Splits list among committee members for contact
- Prepare advertiser contract. Buffalo News will print it
- Contact several printers to print the program and follow-up with a letter
- Meet with Decorators at Measuring Day. Set up system to collect room descriptions and decorator information
- Have Show House poster designed and printed
- Collect information for the following pages: house of operation, welcome from the President, Show House committee, history of the house, floor plan pages, raffle information, landscaping page, café page, boutique page, with appreciation page, special recognition page, preview party patrons and advertiser's index
- Works with Decorating Committee to secure information from the decorators to be included in the program
- Solicits bids from printers
- Proofread pages after they have been typeset from the printer
- Arrange for delivery and storage of the programs at Show House
- Works to secure illustrators
- Decorators do not always write out their room descriptions in paragraph format. It may be necessary to write some actual pages
- Obtains information from other Steering Committees for inclusion in the program
- Mails copies of program and thank you notes to all advertisers at the close of Show House
- All responsibilities listed above are described in greater detail in the "JLB Show House Program Timeline." A list of recommendations are found there
- A computer is necessary

Time Involvement:

- General meetings once a month
- Show House meetings
- Placements hours will vary
- Daytime availability is necessary, especially to meet with the printer and solicit potential advertisers
- Attends all Steering Committee meetings
- All responsibilities should be divided between Program Chair and Co-Chairs
- It is necessary to work closely with the printer that is chosen. They will design the pages, design the cover, layout the program and proof the advertisers if necessary. It is not necessary for either the Program Chair or Co-Chair to have any graphic arts/printing experience
- Most potential advertisers need to be contacted during the daytime hours. Although the program chair does not necessarily need to be available during the day, at least 2 to 3 people on the committee should be
- Several hours are spent proofreading pages. The Program Chair and Co-Chair should be strong readers with a close attention to detail

- Depending on the size of the committee, the process can begin in October and is finished the day the Show House opens. The busiest months are January, February and March

Experience:

Would suggest this position for a member who demonstrates strong management, organizational, written and verbal communication and people skills. The person should also possess strong skills regarding grammar, writing and communication.

JOB DESCRIPTION

Title: **Staffing Coordinator Chair**
Staffing Coordinator Co-Chair
Staffing Coordinator Sustainer Co-Chair

Goal: The Staffing Chairs are responsible for all phases of staffing Show House. These are labor-intensive positions. They are not recommended for members who cannot dedicate at least 20 hours a week from January through May. In the event the Staffing Room Preparations Chair and the Staffing Bible/Training Chair positions are not filled, the Coordinating Chair and Co-Chairs will be responsible.

Duties:

- Prepares and send staffing correspondence to JLB members, community groups and community volunteers
- Maintains a database of volunteers and correspondence
- Works with Executive Chair to establish the flow of traffic through Show House and the number of volunteers needed to staff each room at all times the house is open
- Establishes a list of paid substitutes
- Prepares daily shift assignment sheets
- Receives all correspondence and phone inquiries from volunteers regarding shifts while the house is open to the public
- Adjusts daily shifts as changes occur
- Coordinates efforts with the committee chairs (boutique and refreshment cart) as related to staffing
- Works closely wit the Special Events Sneak Peek Chair to be certain the Show House is adequately staffed for the weekend
- Works with Parties Chair to adequately staff the house during both parties
- Works with Monday Tours to be certain the house is adequately staffed with docents each Monday
- Works with Special Events Ribbon Cutting Chair to staff the house
- Works with the Executive Chair to be certain the house is staffed for the Buffalo News party as well as any other special parties
- Coordinates efforts with the Staffing Room Preparations Chair and the Staffing Bible/Training Chair

Time Involvement:

- Attend Steering Committee meetings
- Staffing Committee meetings

Experience:

Would suggest this position for a member who demonstrates strong organizational, written, verbal communication and people skills. Members with outstanding organizational skills are encouraged and should have access to a computer. Experience in Word and spreadsheet program is desirable.

JOB DESCRIPTION

Title: **House Operations Chair**
House Operations Sustainer Co-Chair

Goal: The Chairs are responsible for the overall mechanical running of the Show House. The Chair needs flexibility in her schedule as she maybe required to be at the House on a regular basis. In the event the House Operations Donations Chair position is not filled, the House Operations Chair and Co-Chairs will be responsible.

Duties:

- Arranges for the transfer of the utilities (gas, electric and water) from the owner to the JLB for the duration of Show House
- Communicates with the utilities to seek discounted or no charge for rates for the services
- Keeps track of meter readings the utility usage
- Arranges for telephone service in the Show House (including voice mail) and the Boutique
- Arranges for dumpsters and garbage pick-up; communicates with City regarding refuse. May also need to bring trash can, etc. to the street for pick-up
- Arranges for a new lock and key system for the house
- Arranges for security personnel. If there is no alarm system, then a security company will need to be hired
- Arranges for the location for a drop-off for the key (usually a member who lives nearby)
- Secures fire extinguishers and flashlights for all floors of the house as well as Carriage House. If applicable, the Boutique and Café
- Hires and negotiates rates with a cleaning service for the duration of Show House (cleaning to include windows inside and out)
- Secures floor runners for inside and out to be used in inclement weather
- Schedules a thorough cleaning of Show House prior to Sneak Peek and the Preview Party
- Sets-up a schedule with the cleaning service for cleaning the house while it is open to the public
- Purchases cleaning supplies for JLB staff use for spot cleaning
- Secures donations of vacuum cleaners (one per floor/one for Carriage House) for the duration of Show House (don't forget the bags)
- Provides list of supplies needed to House Operations Donations Chair. If there is not such a person, solicits and secures paper towels, toilet paper, Kleenex, tampons, soaps, etc. Also works with the Staffing Room Preparations Chair, Café Chair and Parties Chair to be certain that solicitations are not duplicated
- Provides umbrella stands at the front and back doors of the main house and the door at the Carriage House, if applicable
- Arranges for snow removal prior to Sneak Peek and the first Preview Party
- Arranges for parking easements from the City for all Show House events and for the duration of Show House
- Attends all Steering Committee meetings
- NOTE: The Executive Co-Chair responsible for this committee should also assist with many of the duties

Time Involvement:

- Should attend Steering Committee meetings
- Operations Committee meetings

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills

JOB DESCRIPTION

Title: **Monday/Regional Tour Chair**
Monday/Regional Tours Co-Chair

Goal: Market Show House within a 100-mile radius of Buffalo.
Show House is closed to the general public on Mondays. Private docent tours are given in the mornings and afternoons

Duties:

- Responsible for gathering and compiling information regarding organizations, groups, etc. for mailing list. Marketing must be done well in advance of Show House opening
- Responsible for drafting letter/brochure to send to the above. Other events in the city that coincide with Show House should be noted in the letter/brochure
- Responsible for follow-up letters/phone calls to groups that are interested
- Will work with Monday tours to arrange times for tours, if necessary. Regional Tours should not compete with Monday Tours. Regional Tour Marketing should schedule tours on other days as well
- Responsible for securing payment in advance from each group leader
- Responsible for record keeping and working with the Treasurer
- Will also work with Staffing and Executive Committee if large groups are planning on coming on a particular day
- May also work to secure a restaurant that could be featured in the letter/brochure
- Review and update list of organizations, etc.
- Work with the Executive Committee to determine the ticket price of the tour
- Design Monday Tours brochure for printing by the News
- Determine the number of people allowed per tour and the number of tours per Monday
- Take reservations for tours and secure payment
- Work with the Decorating Committee to secure room information
- Recruit members to act as docents
- Prepare and conduct training of the docents
- Prepare a script for the docents to use
- Work with Regional Tours to avoid any tour conflicts
- Work with House Operations Donations Chair, if applicable, to secure refreshments and food to be served to tour ticket holders

Time Involvement:

- Should attend Steering Committee meetings
- Flexible. Planning should take place as soon as the house is secured
- Members should have some daytime availability to make/return telephone calls
- It would be helpful if person(s) could be at Show House to greet groups
- Position requires the members to be at the house every Monday to oversee and conduct the tours with assistance from other members
- Steering Committee meetings

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills

JOB DESCRIPTION

Title: **Decorator Sales Chair**
Decorator Sales Sustainer Co-Chair

Goal: Responsible for decorator sales of the Show House

Duties:

- Responsible for the inventory set-up by room (ideally done a computer) of all decorator goods available for sale
- Responsible for devising sales system
- Works with the Show House Treasurer
- Training all members of the Decorator Sales committee
- Responsible for daily updating of inventory sheets
- Works with staffing to be certain Decorator Sales is staffed at all times
- Should attend Steering Committee meetings
- Coordinates the pick-up of sold merchandise after the house closes

Time Involvement:

- Should attend Steering Committee meetings
- Prior to house opening: the week before and especially the days before: days or evenings setting up inventories and verifying information (everything will be last minute from the decorators)
- While the house is open, flexible, as long as Decorator Sales is staffed
- Pick-up – two afternoons and an evening. A few hours prior to pick-up days to help organize merchandise

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Tickets Chair**
Tickets Co-Chair
Tickets Sustainer Co-Chair

Goal: These positions are flexible prior to the house opening and generally can be done at any time of the day. When the house opens, is it important for both members to be at the house to be certain systems are working correctly and that there are always enough tickets available to be sold. A computer and ability to use spreadsheet programs are helpful.

Duties:

- Works with the Executive Committee to establish the price of tickets and gift certificates
- Designs the tickets and gift certificates
- Establishes a record keeping system
- Works with the Show House Treasurer to set-up systems
- Drafts an informational sheet to be given to League members discussing requirements and procedures regarding ticket sales
- Distributes tickets to Active members
- Works with Public Relations to promote gift certificates
- Works with the Executive Chair to design gift certificate and ticket advertisements that the News will use
- Works with the Executive Chair to establish a relationship with a ticket outlet partner
- Sells gift certificates at all appropriate general meetings
- Attends all Steering Committee meetings
- Sets-up a ticket bank or some other accommodation for League members
- Sets-up a post office box
- Regularly checks the post office box
- Mails gift certificates and /or ticket orders
- Makes bank deposits
- Works with the Executive Chair to design a ticket/attendance tracking form to be used when the house is open

Time Involvement:

- Steering Committee meetings
- Tickets Committee meetings

Experience:

Would suggest this position for a member who has strong organizational, communication and people skills.

JOB DESCRIPTION

Title: **Ribbon Cutting/Entertainment/Sneak Peek Chair**
Ribbon Cutting/Entertainment/Sneak Peek Co-Chair

Goal: The ribbon cutting is the day preceding the opening of Show House at the end of April (date to be determined) and takes place in the morning. The entertainment to be secured is for the ribbon cutting and for when the house is open to the public.

Sneak Peek Weekend is usually at the end of February and give the public the opportunity to see the house before the decorators begin working. This position requires the member to plan and coordinate all aspects of Sneak Peek weekend. The member should be available to work both days of Sneak Peek Weekend. Strong organizational skills are necessary.

Duties:

Ribbon Cutting/Entertainment

- Works with the Executive Chair to determine the theme of the ribbon cutting
- Designs the ribbon cutting invitation
- Updates the invitation list and mails the invitations
- Works with Public Relations to secure press coverage
- Keeps track of those who RSVP
- Provides refreshments and food
- Obtains microphone, etc., if necessary
- Works with Staffing to be certain there is adequate staffing for the ribbon cutting
- Secures entertainment for several days and evenings each week
- Confirms dates and times for entertainment and provides information to the Staffing Chair
- Writes thank you notes

Sneak Peek

- Works with staffing to have adequate staffing both days
- Determines how admittance money will be collected
- Determines if any refreshments will be sold
- Works with Tickets Chair if Show House tickets are to be sold
- Determines the level of participation of any other League fundraisers, if any
- Works with Public Relations for television coverage

Time Involvement:

- Daytime availability is necessary to make and return telephone calls
- Steering Committee meetings
- The member should be available to work both days of Sneak Peek Weekend

Experience:

Would suggest this position for a member who has strong organizational, communication and people skills.

JOB DESCRIPTION

Title: **Public Relations Chair**
 Public Relations Co-Chair
 Public Relations Sustainer Co-Chair

Goal: Responsible for promoting Show House and all the various activities and events.

Duties:

- Secures press to announce house selection
- Compiles a list of newspaper, magazines, television and radio stations and makes personal contact with each
- Works with most of the other Steering Committees to secure information to promote various events and activities
- Works with the Special Event Ribbon Cutting Chair to secure city and county government participation
- Writes and submits articles to Perspectus, WNY Magazines, weekly newspapers, etc.
- Schedules radio and television interviews with the Show House Chair
- Schedules live television coverage when the house is open
- Attends all Steering Committee meetings
- Writes thank you notes
- The Public Relations Sustainer Co-Chair should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- This committee is very time consuming
- Daytime availability is necessary to make and return telephone calls
- Steering Committee meetings

Experience:

Would suggest this position for a member who has strong organizational, communication, and people skills. Perseverance and patience are key as it is often difficult to reach people at newspapers, television and radio stations. Creative writing skills are essential since the job involves writing press releases. It is important to understand that writing press releases is a major function of the job. Computer skills are essential and it is very helpful for each member to have a computer. A fax is a plus along with e-mail.

JOB DESCRIPTION

Title: **Preview Parties Chair**
 Preview Parties Co-Chair
 Preview Parties Sustainer Co-Chair

Goal: There are two Preview Parties: the first, in February, is prior to the decorators beginning their work and the second, in April, is the night before the house opens to the public. The first party traditionally is black tie and more time consuming to plan due to all the details.

Duties:

- Plans the themes of both parties
- Attends all Steering Committee meetings
- Works with the Executive Committee regarding ticket prices
- Works with the Executive Committee to determine how many tickets each decorator will receive for the second party
- Plans profit margin for each party
- Updates and increases invitation list
- Designs both the teaser and invitation and makes arrangements for printing
- Drafts and sends letters to caterers
- Investigates bands
- Solicits florists
- Secures donations of liquor, etc.
- Secures favors
- Secures tent, if applicable
- Provides patron information to the Program Committee
- Works with Public Relations to secure publicity
- Works with Staffing to secure volunteers for both parties
- Works with the House Operations Donations Chair regarding refreshments, if applicable
- Works with the Decorating Committee regarding decorator participation, if any, at the first party
- Arranges for someone to take photos at the parties
- Writes thank you notes for each party
- The Preview Parties Sustainer Co-Chair should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- Time requirements are flexible but telephone calls are generally made during the day
- Steering Committee meetings

Experience:

Would suggest this position for a member who has strong organizational and people skills.

JOB DESCRIPTION

Title: **Landscaping Chair**
Landscaping Co-Chair

Goal: This position is quite flexible. Generally the landscapers, etc. do most of the work. An interest in gardening and landscaping is helpful.

Duties:

- Works with the Executive Chair to determine the extent of participation of the house owners in the landscaping process
- With input from the Executive Chair and owners, communicates the extent of what can be removed, trimmed, pruned, relocated, etc. from the grounds
- Drafts and sends letters to nurseries, plant societies, cooperatives, garden clubs, etc.
- Coordinates with McKinley High School their level of participation, if applicable
- Write thank you notes to all donors
- Works to secure outdoor lighting
- Regularly checks the grounds as to condition of plants, etc.
- Arranges for replacement of anything that has not survived
- Determines the extent of repairs to the grounds after Show House and arranges for complete repair

Time Involvement:

- General meetings once a month
- Landscaping Committee meetings
- Steering Committee meetings
- Placement hours will vary
- Daytime availability
- Weekend availability

Experience:

Would suggest this position for a member who has strong organizational skills and an interest in landscaping.

JOB DESCRIPTION

Title: **Café Chair**
 Café Co-Chair
 Café Sustainer Co-Chair

Goal: The Chairs are responsible for the complete set-up and operation of the Café. Positions require the member to be at Show House when it is open on a regular basis. Weekend availability is necessary as the house is the busiest on those days.

Duties:

- Works with the Executive Chair to determine the extend of what will be served
- Drafts and sends letters soliciting companies for food and refreshments
- Creates a plan to be certain that the Café is adequately stocked with food and refreshments daily
- Determines the prices of the items to be sold
- Secures refrigerator storage, as necessary
- Works with the Executive and Café Committees to determine the name of the Café
- Works with the House Operations Donations Chair, if applicable
- Secures tent, flooring, tables, chairs, etc.
- Secures music for atmosphere
- Arranges for heating and lighting of tent
- Trains Café Committee regarding the operation of Café
- Prepares an informational sheet to be kept in the Café for reference
- Arranges for committee members to pick-up food to sell each day, if applicable
- Works with the Boutique Committee to secure flowers to be sold
- Writes thank you notes to all donors
- Plans takedown of Café and pick-up of all items
- Works with the Show House Treasurer
- Café Sustainer Co-Chair should also have a flexible schedule and should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- General meetings monthly-Actives
- Steering Committee meetings
- Placement hours will vary
- Daytime availability
- Weekend availability

Experience:

Would suggest this position for a member who has strong organizational and people skills.

JOB DESCRIPTION

Title: **Staffing Room Preparations Chair**

Goal: Responsible for the set-up and up-keep of the Show House Staffing Room and office

Duties:

- Reports to the Staffing Coordinating Chair
- Works with the Decorating Committee to solicit labor and material donations for the decoration of the rooms
- Submits a list to the House Operations Donations Chair of required supplies for both rooms. In the absence of a Donations Chair, the Preparations Chair will be responsible for securing the supplies
- Is responsible for dismantling and clean-up of the Staffing Room and office at the close of Show House

Time Involvement:

- General meetings once a month
- Show House meetings
- Placements hours will vary
- Daytime availability is necessary

Experience:

Would suggest this position for a member who has strong organizational and people skills.

JOB DESCRIPTION

Title: **Staffing Manual and Training Chair**

Goal: Responsible for the staffing manual and training membership

Duties:

- The manual (or "Bible") is used during the time Show House is open. The "Bible" contains the following: room descriptions of each room (obtained from Decorating), list of merchandise available for sale in each room (obtained from Decorator Sales), a list of Special Events occurring while Show House is open (obtained from Special Events), important telephone numbers (police, , Steering fire, Executive Committee, Steering Committee, plumber, electrician, etc), rules and regulations of Show House (no smoking, etc.) accident reports, theft reports and anything else the Executive Chair wishes. A master copy of the "Bible" folders must be prepared for each decorated space
- Based on the materials obtained for the "Bible", folders must be prepared for each decorated space
- It is the responsibility of the Chair to check on the condition of the folders in the decorated spaces on a regular basis and replace any missing information
- With direction from the Executive Committee, a Show House training is planned and given to the general membership prior to opening

Time Involvement:

- General meetings once a month
- Show House meetings
- Placement hours will vary
- Daytime availability is necessary
- Time commitment is more intense closer to Show He. Most information for the folders will not be received until the last minute
- The training can be planned in January or February and executed in March
- The member should be able to stop at Show House daily to check folders (should be done prior to house opening either in the morning or early evening) or make arrangements with a committee member to do so

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills.

JOB DESCRIPTION

Title: **Decorating Chair**
Decorating Co-Chair
Decorating Sustainer Co-Chair

Goal: These positions are critical to the success of Decorators' Show House

Duties:

- Compiles a list of prospective decorators for Show House, including decorators from previous Show Houses
- Works with the Executive Committee updating and revising the decorators' contract and insurance information
- Designs and sends invitations to decorators for Bidding Day
- Schedules and plans to Bidding Day agenda with the Executive Committee
- Prepares any handouts, etc. for Bidding Day
- Reviews all decorator proposals and makes final selections of decorators in conjunction with the Executive Committee
- Drafts and sends letters to decorators selected along with contract information, etc.
- Schedules and plans Measuring Day agenda with the Executive Committee
- Schedules and plans Contract Day
- Schedules and plans decorating schedule
- Secures donated services from floor refinishers and carpet/flooring businesses
- Schedules floor refinishers and carpet/floor businesses
- Provides Public Relations with information for press releases, etc.
- Works with the Executive Committee supplying information for the Buffalo News insert
- Keeps in constant contact with all decorators, regarding plans, problems, concerns, etc.
- Coordinates with the Special Events Sneak Peek Chair for any decorator participation that weekend
- Works with the Parties Committee regarding any decorator participation
- Works with the Executive Committee regarding traffic flow
- Works with the Staffing "Bible" Chair regarding information for the "Bible" and the room folders
- Works with Decorators Sales, Monday Tours and Program to create forms the decorators can use to provide information without duplicating efforts
- Does house walk through with the Executive Committee prior to house opening
- Schedules "Decorators" Photo Day
- Is available when Show House is open to check on room conditions
- Schedules and plans a moving out schedule
- Writes thank you notes
- Decorating Sustainer Co-Chair should have a flexible schedule and should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- General meetings once a month
- Show House meetings
- Should attend all Steering Committee meetings
- Placement hours will vary
- The Chair and Co-Chair need to have flexible schedules and daytime availability as a great deal of time will be spent at the house, especially during the decorating stage
- As the house opening approaches, there is the possibility that being at the house some evenings will be required as the decorators rush to get finished

Experience:

Would suggest this position for a member who demonstrates strong organizational and people skills. Must be detailed-oriented and very organized. They should also be comfortable soliciting donations from related businesses, such as flooring, carpeting, etc.

JOB DESCRIPTION

Title: **Boutique Chair**
 Boutique Co-Chair
 Boutique Sustainer Co-Chair

Goal: Responsible for the complete operation of the Boutique, from merchandise selection to set-up and take down of the boutique. Most time is spent setting-up Boutique and staffing it once the house is open.

Duties:

- Attends all Steering Committee meetings
- Plans and facilitates Boutique Committee meetings
- Devises a system of record keeping and pricing
- Reviews a list of crafters from Show Houses
- Attends craft shows to discover new opportunities
- Drafts and sends letters to crafters inviting them to Jury Day
- Works with resources other than crafters to stock the Boutique
- Plans Jury Day
- Contacts crafters after Jury Day regarding participation
- Secures stockroom space in Show House
- Works with the Executive Chair in revising the Crafters' Contract
- Plans and organizes merchandise drop-off and pick-up dates and times
- Arranges to have Boutique space cleaned, painted, etc.
- Plans and executes the design of the Boutique space
- Arranges for transporting of display cases to and from headquarters
- Works with Executive Committee and Boutique Committee regarding selection of Boutique name
- Works with Staffing to be certain Boutique is staffed at all times, including Ribbon Cutting, Mondays, the News Party, etc.
- Orders cookbooks from other Leagues to be sold in the Boutique
- Re-orders stock as necessary
- Plans a re-stocking strategy
- Trains Boutique Committee to work on the cash register, write sales checks, etc.
- Works with the Financial VP and Boutique Treasurer to set-up systems
- Reviews consignment payment information with the Boutique Treasurer after the house closes
- The Boutique Sustainer Co-Chair should also have a flexible schedule and should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- General meetings once a month
- Boutique Committee meetings
- Steering Committee meetings
- Placement hours will vary
- Daytime availability is necessary
- It is ideal if the Chair or Co-Chair can be at the Boutique at all times
- Weekend availability is essential, as those days are usually the busiest

Experience:

Would suggest this position for a member who demonstrates strong organizational and people skills.

JOB DESCRIPTION

Title: **Boutique Treasurer**

Goal: The Treasurer is responsible for all financial aspects of the Boutique

Duties:

- Works with the Financial VP and Boutique Chair to set-up systems
- Keeps an accurate record of consignors and the money owed each
- Pays any bills incurred by Boutique
- Issues checks to consignors at the end of Show House
- Issues weekly figures to the Boutique Chair

Time Involvement:

- General meetings once a month
- Boutique Committee meetings
- Steering Committee meetings
- Placement hours will vary
- Daytime availability is necessary
- Weekend availability is essential

Experience:

Would suggest this position for a member who demonstrates strong organizational and financial skills.

JOB DESCRIPTION

Title: **Show House Treasurer**
Show House Assistant Treasurer

Goal: The Treasurer is responsible for all financial aspects of the Show House. The Executive Chair will have a financial plan in place for each committee listing planned expenses and profit

Duties:

- Works with the Executive Chair to understand the financial Show House plan
- Prepares a reimbursement form for distribution to all Steering Committee members
- Prepares monthly statements of expenses and profit for the Executive Chair
- Works with the Tickets, Parties, Café, Decorator Sales, Monday Tours, Raffle, Sneak Peek, Historian, Regional Tours and Program Chairs to set-up systems for each of those committees
- Makes certain there is sufficient change (bills and coins) in the house daily
- Will make bank deposits
- Will write checks for expense payment
- Will work with the Financial VP regarding necessary information for the bookkeeper and accountant
- Prepares opening/closing sheets to be filled out by those picking up and turning in money for each shift
- Prepares daily fund bags for any committee that deals with money
- Works with the Boutique Treasurer regarding systems and procedures
- Keeps meticulous records by committee

Time Involvement:

- General meetings once a month
- Steering Committee meetings
- Placement hours will vary
- Daytime availability is necessary
- Weekend availability is essential
- Both positions require the member to be at Show House when the house is open
- Preparation of fund bags can be done either prior to the house opening each morning or after the house closes for the next day
- Prior to the house opening, most of the work can be done at any time of the day
- Both members should be available immediately after Show House closes to close out the books and work with the League Treasurer and Financial VP

Experience:

Would suggest this position for a member who demonstrates strong organizational and financial skills.

JOB DESCRIPTION

Title: **Show House Historian**

Goal: Is responsible for the research and communication of the history of the Show House

Duties:

- Researches the history of the Show House
- Writes a one-page house history for inclusion in the Show House Program; sends it to the Communications VP for approval
- Develops a more detailed house history which the Buffalo News prints and is then sold during Show House, also sent to the Communications VP
- Plans the layout and design of the house history
- Can be responsible for delivery of the information to the Buffalo News and pick-up of the completed house histories
- Works with the Executive Chair to determine the price of house history
- Decides where the house history should be sold once the house opens

Time Involvement:

- This is a flexible position and can be completed in a short amount of time

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal skills.

JOB DESCRIPTION

Title: **Show House Secretary (Sustainer)**

Goal: Is responsible for written communication within the Show House

Duties:

- Responsible for taking concise and accurate notes at the Steering Committee meetings
- Responsible for typing the minutes and mailing them in a timely manner to all members of the Executive Committee and Steering Committee
- Assists Show House Chair in preparing and distributing initial Show House committee chair and co-chair packets
- Types letters, correspondence, etc. as requested by the Show House Chair throughout the entire project
- Assisting the Executive Committee, if asked

Time Involvement:

- This is a position that does not take a lot of time
- Required attendance at ALL Steering Committee meetings

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal skills.