

## **Job Description: President (Elected Position)**

### **OVERVIEW:**

The term of office is one year as President, after serving one year as Vice President. There is no election for President – only Vice President – which takes place annually.

### **RESPONSIBILITIES:**

The President shall be the chief officer and preside over all Executive Sessions, Board of Director Meetings and Monthly Membership Meetings. She can call an Executive Session and/or additional Board of Director meetings with proper notification, as necessary, to discuss any legal or other issues that require confidentiality. These sessions will consist of the Executive Officers and/or any other person(s) she deems relevant. Notice, quorum and voting requirements are outlined in the Guidelines.

### **SKILLS NEEDED:**

1. Working knowledge of email and attachments
2. Working knowledge of word processing programs
3. Working knowledge of Excel/spreadsheet form recommended
4. Willingness to learn Constant Contact and Website basics for purpose of assisting, if necessary

### **OUTLINE OF DUTIES:**

1. Attend as-many Hearts of Miromar events as possible-
2. Set-up the September Board Meeting to be attended by existing and new Officers and Directors/Co-Directors for the purpose of ease of transition.
3. As soon as the incoming Board takes office in October, the President/s and Treasurer/s or Assistant Treasurer shall ensure that the bank HOM signature card is updated to reflect new signatures and to ensure the removal of the previous Officers' names.
4. Arrange the location and time of the Board Meetings with Miromar Concierge/applicable location.
5. Develop an Agenda for each monthly Board of Directors Meeting for distribution in advance of the meeting via email, together with any other reports deemed relevant for the Board to review prior to the meeting. Coordinate with the Secretary if the previous month's meeting minutes should be included in said email and/or if they have or will be sent separately.
6. Preside over each monthly Board of Directors meeting under Robert's Rules of Order. In the event the President is unable to attend a Board of Directors meeting, the co-President, or if there is not a co-President, the Vice President, will preside over the meeting in her place.
7. During the last quarter of the Secretary's two-year term or sooner if requested by the Executive Board, coordinate with the outgoing Secretary to establish a Planning Committee to review HOM Bylaws, General Guidelines and Job Descriptions for proposed changes and amendments.
8. Coordinate with the Activities Director, as needed, to establish new clubs and retain existing clubs, based on interest and to secure a chairperson for each club. If needed, assist with any club activities issues that may arise throughout the year.
9. Serve as a back-up to the Website Director (and Newsletter Director) as an authorized user for the website & HOM email account. Account privacy is of utmost importance.
10. Coordinate with Officers, Directors or Club Chairs for emails or correspondence that should be reviewed prior to distribution.
11. Support and assist all Officers and Directors, as necessary.
12. If requested by Miromar Marketing, provide updates for the Miromar Waves.
13. In May of each year, appoint a Nominating Committee Chairperson and assist in organizing a committee to oversee the nomination and election process for vacating Executive Officers and volunteers for Board of Directors.
14. Work with the Treasurer and Board at the close of each fiscal year to ensure a smooth transition to the new Board, assuring sufficient operating funds for the upcoming year.

## **Job Description: Vice President (Elected Position)**

### **OVERVIEW:-**

The term of office is a one-year term as Vice President and a one-year term as President. The election for Vice President shall take place annually. The Vice President shall support the President, work closely with the Program Director(s), Luncheon Administration Director and the Special Events Director

### **RESPONSIBILITIES:**

The Vice President shall attend all Board of Directors meetings and Executive Board Meetings and will preside over said meetings if the President is not in attendance. It is her responsibility to oversee the overall organization of monthly luncheons working closely with the Program director(s) and the Luncheon Administration Director, delegating duties as she deems appropriate. The Vice President shall also coordinate planned activities with Special Event Director, maintain the Hearts of Miromar storage unit and provide door prizes for the monthly luncheons.

### **SKILLS NEEDED:**

1. Working knowledge of email and attachments
2. Working knowledge of word processing programs
3. Working knowledge of Excel/spreadsheet form recommended

### **OUTLINE OF DUTIES:**

1. At the beginning of the term, if needed, a meeting should be scheduled with the President, Vice President, and Miromar Lakes management to review the pricing, reservation policy and policy for alternative meals.
2. The Vice President and President should establish the menu price for Luncheons held at Miromar Lakes, with the Board's approval. If HOM is notified of a price change, the President and Vice President shall negotiate the pricing together. The price should be inclusive of rolls, butter, entrée, dessert, iced tea, soft drink, coffee/tea, gratuity, and sales tax. Any price change is recommended to take place in October, if possible.
3. Two (2) months in advance of each meeting/event, coordinate with the Chef and F&B staff the menu for the upcoming month.
4. Help develop a working budget for all anticipated expenses for Luncheons/Events.
5. Assist Program Director(s) in selection of monthly luncheon program /speaker and decorations.
6. Select monthly luncheon options with input by the Meeting Directors as deemed necessary
7. Submit a weekly email notice to the Communications Director for the upcoming Luncheon(s) to include luncheon date, time, reservation deadline, instructions on how to reserve and pay, cost, menu and policy and pertinent information obtained from the Meeting Director-
8. Request the Communications Director send an email blast reminder 3-5 days prior to the reservation deadline, which is the Wednesday prior to the Luncheon at 5 p.m. Information should include what appears on a weekly basis plus the time for check-in and the time the meeting shall start.
9. Coordinate with the Program Director(s) and Miromar Food & Beverage any special room set-up and/or audio/visual equipment needs.
10. Prior to the day of Luncheon, coordinate with Miromar staff for any additional tables that are needed for the event (i.e.: Membership – Charity – Promotional – etc.)
11. Purchase gift card door prizes (one \$20 card for approximately every twenty guests or when attendance is less one \$10 for approximately every twenty guests) to be given out at the conclusion of each monthly luncheon.
12. Attend as many luncheons and special events as possible. Assist with set-up and take down.
13. Coordinate with the Chairman of each Special Event and Miromar Food & Beverage the date, time, menu, pricing, layout, and special needs. Review all information in the Miromar contract prior to any commitments/signatures.
14. Review the Event Reconciliation for all Special Events.
15. Keep at least one key to the storage unit.
16. In May, coordinate with the current Board and Miromar Food & Beverage a calendar of events for October through September Board Meetings, Monthly Luncheons, proposed Special Events and any

additional items necessary. Be aware of the proximity to holidays and conflicts with other events that are known and may be scheduled at Miromar Lakes or the Golf Club. Said calendar should be given to the Website Director for calendaring purposes on the website.

17. In June of each year, the VP shall receive the name of members who have been nominated for Board of Director positions for the following year. The Vice President shall review said names and make a recommendation to the Executive Board for approval for each Director Position. Members not otherwise nominated may be considered by the Board of Directors at their discretion with the individual's prior agreement.
18. If the Vice President wishes to add a Board of Director position, she may do so, with the approval of the Executive Board and will create a job description for same.
19. Prior to September, work with the Treasurer to establish a proposed working budget for the upcoming year and present same at the September Board Meeting for approval.

## Job Description: Secretary (Elected Position)

### **OVERVIEW:**

The term of office shall be two (2) years. Officers are limited to one (2-year) term per officer position. The election for Secretary shall take place on odd years. The function of this position is to keep an accurate record of business conducted at meetings.

### **RESPONSIBILITIES:**

The Secretary shall keep full and accurate minutes of all Executive Sessions, Board of Directors meetings and other meetings as they are called by the President. She shall be responsible for correspondence as requested by the President. Further, she shall oversee governance by chairing a Planning Committee each year to review the HOM Bylaws, General Guidelines and Job Descriptions to make certain they properly reflect the composition of the board, roles and responsibilities and the appropriateness of the protocols by which the board conducts its business.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Working knowledge of word processing program

### **OUTLINE OF DUTIES:**

1. Attend each Board meeting and take complete and accurate minutes; if unable to attend a Board Meeting, inform the President and arrange to have another Board member take minutes.
2. Prior to the next Board meeting (preferably within a week to 10 days of the last meeting) provide the President the minutes of the last meeting and coordinate if you or she will email them out to the Board for their review prior to the Board meeting. (If someone took minutes ~~on your behalf~~, coordinate with them ~~for~~ to ensure the minutes to go to the President.)
3. Maintain an electronic file (to be transferred to a flash drive or disk) and a paper file of the minutes and all pertinent correspondence in a Hearts of Miromar binder to pass along to the future Secretary and for official records.
4. During the last quarter of the Secretary's two-year term or sooner if requested by the Executive Board, establish and chair a Planning Committee and recruit participants, the purpose of which is to review the HOM Bylaws, Job Descriptions and Guidelines to make certain they appropriately reflect our organizational protocols. If changes are needed, recommend amendments to the Bylaws and revisions to the Guidelines and Job Descriptions and submit them to the Executive Board for their review and subsequent presentation to the Board of Directors by the President.

## **Job Description: Treasurer (Elected Position)**

### **OVERVIEW:**

The term of office shall be two (2) years. Officers are limited to one (2-year) term per officer position. The election for Treasurer shall take place on even years. The Treasurer shall be responsible for all of HOM's financial transactions, government filings and providing a detailed report to the Board on a monthly basis.

### **RESPONSIBILITIES:**

The Treasurer is responsible for execution of all financial transactions. She shall present a Treasurer's Report at each Board Meeting. (Report to include itemized transactions in a P&L statement). The Treasurer is responsible for filing all necessary reports with State of Florida and IRS for the purpose of Corporation and Non-Profit Status. This is to include, but not be limited to an Annual Report with State of Florida (at which time names and addresses of officers should be changed); IRS Non-Profit Tax Forms; and anything else required.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Working knowledge of word processing program
3. Working knowledge of Excel
4. Working knowledge of Drop box
5. Working knowledge of PayPal

### **OUTLINE OF DUTIES:**

1. Update the HOM bank (checking account) signature cards annually upon taking office.
2. Work with the President and Board to establish an annual budget (for each line item) for the new term.
3. Seek prior approval from the Executive Board before a financial commitment is acted upon for any expenditure that is in excess of what has been budgeted/ allowed.
4. Work with the co or Assistant Treasurer in collecting PayPal receipts for dues, luncheons and special events.
5. Work with co or Assistant Treasurer/Web Site Director to ensure PayPal access. Monitor said account and transfer funds from PayPal to the HOM bank account on a monthly basis, or more often if necessary.
6. Work with the co or Assistant Treasurer in the duties of Treasurer to share the workload.
7. Reconcile records with the Membership Director to make certain that the number of new members balances with the dues collected.
8. Reconcile records for all events, to include Luncheons and Special Events.
9. Work with the Philanthropy Director in collecting all charitable contributions, depositing same in the HOM bank account and issuing applicable check(s) payable to the agreed upon Charity(s).
10. Deposit all checks and cash in a timely manner.
11. Reconcile monthly bank statements in a timely manner.
12. Maintain accurate, itemized records of all receipts and expenses, including reimbursements and upon receipt of expense receipts, reimburse in a timely manner (within 2 weeks), with the exception of speaker fees; they must be paid in advance or on the day of the event, depending on what is required by the speaker.
13. Manage and retain up-to-date information and be responsible for prompt payment of Directors & Officers Insurance and Liability Insurance.
14. File all necessary reports with State of Florida and IRS for purposes of Corporation and Non-Profit Status, to include, but not be limited to Annual Report with State of Florida (at which time names and addresses of officers should be changed) – IRS Non-Profit Tax Forms and anything else required. The Treasurer, with prior approval of the Board, may utilize the services of a CPA / accountant for filing necessary forms.
15. Attend monthly Board meetings and present a Treasurer's Report. If unable to attend a meeting, the report must be provided to the co or Assistant Treasurer/President before the meeting.
15. Following the luncheon/an event, obtain authorization (by Meeting Director/Event Chair) of the Miromar bill and make payment.
16. Work with the President at the close of each fiscal year to ensure a proper carryover of monies

is allocated to cover recurring expenses such as D&O and Liability Insurances, website fees, filing fees, seed money for upcoming events etc.

17. Inform the Board prior to the September meeting of a (any) surplus of funds and determine how the surplus should be handled.
18. Provide the annual budget and the monthly financials to the Website Director for posting on the HOM site.

**Job Description: Assistant  
Treasurer  
(Appointed Position)**

**OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. The Assistant Treasurer shall be responsible for managing all reservations that are made through the HOM website using the PayPal program.

**RESPONSIBILITIES:**

- Reporting all PayPal reservations with the Treasurer
- Reporting all PayPal reservations to the appropriate Directors/Chairs
- Providing back up/assistance to the Treasurer

**SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Working knowledge of word processing program
3. Working knowledge of Excel
4. Working knowledge of Drop box
5. Working knowledge of Website for purposes of Reservations
6. Working knowledge of PayPal

**OUTLINE OF DUTIES:**

1. On a daily basis, go to Website or PayPal to see if any reservations and/or payments have been made. If so, email a copy of each to the event/club chair membership or Luncheon Director.
2. Ensure that reservations match payments. If not, bring to the attention of the event/club chair, Membership or Luncheon Director that you are emailing it to them to resolve.
3. Maintain a list of PayPal payments in the Reconciliation notating what the payment was for.
4. Work with the Treasurer to become familiar with Drop Box.
5. Represent the Treasurer at Board meetings in her absence.

## **Job Description: Membership Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position. The Membership Director oversees/updates the Membership/Directory. This position may be shared with a co-director.

### **RESPONSIBILITIES:**

The Membership Director shall collect membership forms and dues as well as maintain membership records. She shall input directory revisions and coordinate the membership directory database with the Web Director for publishing on the website.

### **SKILLS NEEDED:**

1. Working knowledge of email, including ability to attach documents
2. Working knowledge of Google – to include Google Drive – Email - Calendar
3. Working knowledge of word processing program
4. Working knowledge of Excel for the Members Directory

### **OUTLINE OF DUTIES:**

1. Serve as an authorized user for the HOM email account. Account privacy is of utmost importance.
2. Each year develop an updated membership form. These forms should be available at the monthly Luncheon/Events and provided to the Website Director for posting on the website.
3. At the same time member dues are paid, it is imperative a membership form in its entirety is completed.
4. On a regular basis, provide the Treasurer with the payments collected, together with the member's name – check date – check number and amount of check. (Reconcile the Membership Director and Treasurer's records.)
5. Be responsible for the master HOM Member Directory. Responsibilities include updating directory information - adding, changing and deleting all applicable data in the database: name, local and alternate address (es), spouse's name, spouse's birth date, subdivision, phone number(s), email address, birth date, anniversary, as well as adding, changing and re-sizing photographs of each member. New members are designated with the use of an asterisk (\*).
6. Non-renewing members should be deleted effective November 1st from both the Member Directory and calendar.
7. Provide the Website Director and Communications Director with all additions / changes to emails. The Website Director will maintain the database on the website and the Communications Director shall maintain the database on the email service (i.e. Constant Contact).
8. Provide the Ambassador Director and Newcomers Director with information pertaining to new members to HOM (these are members who have not previously belonged to HOM).
9. Provide the Meeting Director and President with all names and emails of new members.
10. Retain the membership applications and documentation pertaining to payment for dues for a period decided by the Board before it is given to the VP to put into storage.
11. Attend the monthly board meeting. If unable to attend, a report should be provided to the President in advance of the meeting with name(s) of new members and the total membership count.
12. Attend the monthly Luncheon. Arrive ½ hour before the Luncheon starts to set-up a table for Membership applications. Make prior arrangements, if necessary, to have an additional member assist at the Membership table or substitute if you are unable to attend (may be needed when the fiscal year begins or possibly in December/January).



**Job Description: Luncheon  
Administration Director  
(Appointed Position)**

**OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position. The Luncheon Administration Director oversees all aspects of the luncheon meeting except for the featured program, decorations and meal selection. This position may be shared with a co-director.

**RESPONSIBILITIES:**

The Luncheon Administration Director shall be responsible for the administration and coordination of all monthly membership meetings at whatever venue is deemed appropriate by the Board.

**SKILLS NEEDED:**

1. Working knowledge of email, including ability to attach documents
2. Working knowledge of word and possession of word processing program
3. Working knowledge and possession of Excel or another accounting program
4. Working knowledge of Avery.com website

**OUTLINE OF DUTIES:**

1. If requested by the Vice President, participate in selecting monthly luncheon options.
2. Become familiar with the Reservation Policy and how meal alternatives work.
3. Maintain an alphabetical list of members with food allergies. Both Newcomers and food allergies will be provided by the Membership Director (information is requested on application for membership). This should be provided to F&B when notifying them the number of Luncheon attendees.
4. Place a container with a HOM Logo outside your front door for collection of reservations and check payments. Payments will be received as follows: at the previous Luncheon, in the box outside the front door and PayPal reservations and payments that are forwarded to you by the co or Assistant Treasurer. PayPal payments will incur a PayPal fee charged to Hearts of Miromar when the PayPal is processed. Coordinate with the Treasurer or Assistant Treasurer regarding how to obtain a list of the correct fees that are incurred.
5. Maintain a monthly Excel list that includes the members name, food choice, guest information, payment method and amount as well as any other pertinent notes. The Treasurer or Assistant Treasurer will provide the names of those who pay online with PayPal.
6. Email Miromar Lakes F&B, with blind copy to the President, Vice President and Treasurer, to report the total number of reservations received, individual menu choice counts, name(s) of members with food allergies, their allergies, and their menu choice. This email must be sent no later than the designated due date provided by Miromar. This reservation number is a **guaranteed** number for which HOM is responsible.
7. After the count is turned in to Miromar F&B, prepare a wait list of members whose reservations were received after the cut-off date. Call members on wait list as soon as cancellations are received to fill open seats.
8. Prior to the Luncheon, coordinate with the Newcomers Director to confirm new members who have made a reservation to attend, thereby allowing her to confirm if they wish to sit at the Newcomers Table.
9. Prior to the Luncheon, pull nametags for each member who has made a reservation and keep them in alphabetical order.
10. Make-up new nametags (through Avery online) as required for new members or to replace missing nametags. Be aware that nametags are expensive so if members continually do not return theirs, you may need to contact them. The Avery account login is: avery.com – [psl71@me.com](mailto:psl71@me.com) - password is Miromar. Go to My Saved Projects and select the necessary card or sign. Change the name(s) and wording to alleviate having to recreate the project from scratch.
11. Print Avery nametags for guests and place inside the nametag holder of the member or list alphabetically.

12. Affix a heart sticker to the new member's nametag.
13. Place (1) door prize ticket in the back of each member's nametag. Be sure to include one for each guest. Bring the other half of the tickets to the luncheon to be pulled out for door prize winners.
14. Place a color-coded menu choice inside each nametag to be placed on each member's plate.
15. To expedite check-in – divide the number of members attending and prepare signs designating that portion of the alphabet. Ask Board Members or members for help if needed at check-in.
16. Arrive 45-50 minutes prior to the luncheon to set-up the check-in table with nametags in alphabetical order. Bring extra door prize tickets, meal choice tickets and blank nametags.
17. When check-in is complete, double check your count of attendees as it will be necessary for verification of the bill.
18. Following the Luncheon be prepared with (2) baskets. One is for collecting the nametags as members leave and one is for collecting pre-payment checks for the next Luncheon.
19. Review the Miromar luncheon bill with the treasurer for accuracy. Once approved, obtain a copy of the bill and the check number for the records.
20. Prepare a Luncheon Reconciliation and email it to the Treasurer, Vice President and President.
21. Give the checks and any cash received for the Luncheon to the Asst. Treasurer/Treasurer for deposit accompanied by a copy of the Reconciliation Form or a summary of the cash, checks and total amount provided.
22. Alphabetize the nametags.
23. Attend monthly Board Meetings and be prepared to give a total of attendance at the previous luncheon as well as upcoming luncheon. Discuss any issues that have arisen regarding the Luncheon.

## **Job Description: Program Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. (The Executive Officers have the option to appoint multiple Program Directors to either share the position and/or be responsible for select months.) The Program Director(s) plan and coordinate the various presentations/programs for each of the Monthly Meeting Luncheons.

### **RESPONSIBILITIES:**

It shall be the responsibility of the Program Director(s) under the guidance of the Vice President to provide a wide variety of monthly membership meeting programs.

### **SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program

### **OUTLINE OF DUTIES:**

1. The Program Director shall coordinate and work closely with the VP in the planning and execution of a variety of programs/presentations that will capture the interest of members.
2. Consult with the Treasurer to understand budget allocations for speaker fee(s), centerpieces, decorations and any other expenses associated with the programs. All receipts for such are to be submitted to the Treasurer in a timely manner for reimbursement.
3. Confirm and communicate with the presenter to determine their needs for the meeting and become familiar with the type of equipment that Miromar is able to provide (podium, microphone, etc.) and coordinate the presenter's needs and room set-up with Miromar F&B on a monthly basis.
4. Inform the speaker that they and (1) guest are welcome as guests for lunch. (If the speaker requires or wishes to bring additional guests, typically the cost of the luncheon/event is at the expense of the presenter unless unusual circumstances prevail.)
5. Provide the name of the speaker and guest(s) to the Meeting Director.
6. Re-confirm with the presenter approximately one or two week(s) in advance as a reminder. In the event the presenter has forgotten their commitment and/or needs to cancel, this will allow you time to plan an alternate program.
7. Notify the front gate the name of the speaker and guest(s) on the day of the luncheon.
8. Plan to arrive at the luncheon in sufficient time to complete all necessary set-ups prior to check-in for the meeting. Recruit volunteers to help if necessary.
9. Sit with the presenter and any guest(s) they bring and reserve a table accordingly.
10. Introduce the presenter, giving the luncheon attendees a brief background.
11. Clean up following the meeting of any item(s) you have put out, to include centerpieces / decorations, etc. Recruit volunteers to help if necessary.
12. Send presenter a thank-you note on HOM note cards or letterhead.
13. Write a brief synopsis of the program for Communications Director to include in the Weekly Updates for the upcoming luncheon.
14. Should one exist, write a brief synopsis for the newsletter of the presentation given at the last luncheon/event and what is planned for the upcoming luncheon/event.

## **Job Description: Event Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Committee (officers). The term of directorship shall be one (1) year. The Special Events Director will oversee and manage the special events throughout the year. These events augment HOM's Activities/Clubs' menu and they often take place in the evening or on a weekend and will include spouses/partners/significant others and singles. They take place at Miromar Lakes.

### **RESPONSIBILITIES:**

It shall be the responsibility of the Special Events Director with input and approval of the President and team of Board Members to identify and manage these events. This may require recruiting chairs and volunteers for each event. Events can be for members only and/or include spouses and significant and/or others/guests.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Willingness to learn and use an email service (i.e.: Constant Contact) to provide the Special Events Weekly Updates throughout the year.

### **OUTLINE OF DUTIES:**

1. Attend the monthly board meeting. If unable to attend a particular month, a report should be provided to the President before the meeting.
2. Coordinate with the Vice President – Social Director and Program Director to assure that there is no duplication of events and/or conflict of dates.
3. Recruit chairs and volunteers for each event.
4. Provide oversight (venue selection, cost/person, menu and all logistical details) and assistance as necessary to each event chair. Event Chair shall be responsible for coordination of all reservations.
5. Make certain that a budget and subsequent reconciliation is provided to the Treasurer for each event.
6. PayPal reservations will be handled by the co or Assistant Treasurer who will in turn inform you/event chair of the names of the attendees. Check payments can be directed to you or the chair.
7. Offer/accommodate requests from attendees to sit with other attendees when possible.
8. Be responsible for keeping details up to date via the Weekly Special Events Update and through e-mail blasts. Note: If Hearts has a Communications Director, this will be done by them and you will provide them with applicable information for publication.

## **Job Description: Social Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Committee (officers). The term of directorship shall be one (1) year. The Social Director will oversee and manage those events which take place outside of Miromar. These events augment HOM's Activities/Clubs' menu and they often take place in the evening or on a weekend and will include spouses/partners/significant others and singles.

### **RESPONSIBILITIES:**

It shall be the responsibility of the Social Director with input and approval of the President and team of Board Members to identify and manage these events. This may require recruiting chairs and volunteers for each event. Events can be for members only and/or include spouses and significant and/or others/guests.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Willingness to learn and use an email service (i.e.: Constant Contact) to provide the Social Events Weekly Updates throughout the year.

### **OUTLINE OF DUTIES:**

1. Attend the monthly board meeting. If unable to attend a particular month, a report should be provided to the President before the meeting.
2. Coordinate with the Vice President, Special Events Director and Program Director to assure that there is no duplication of events and/or conflict of dates.
3. Recruit chairs and volunteers for each event.
4. Provide oversight (venue selection, cost/person, menu and all logistical details) and assistance as necessary to each event chair.
5. Make certain that a budget and subsequent reconciliation is provided to the Treasurer for each event.
6. PayPal reservations will be handled by the co or Assistant Treasurer who will in turn inform you/event chair of the names of the attendees. Check payments can be directed to you or the chair.
7. Offer/accommodate requests from attendees to sit with other attendees when possible.
8. Be responsible for keeping details up to date via the Weekly Social Events Update and through e-mail blasts.

## **Job Description: Newcomers Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. (The Executive Officers have the option to appoint Co-Newcomers Directors to share the position and the responsibilities. The Newcomers Director(s) role is to facilitate a smooth transition of new members to Hearts of Miromar (HOM).

### **RESPONSIBILITIES:**

It shall be the responsibility of the Newcomer Director(s) under the guidance of the Vice President to provide a wide variety of monthly membership meeting programs. They will welcome new members at HOM Luncheons and coordinate Newcomer activities throughout the year as approved by the HOM Executive Board.

### **SKILLS NEEDED:**

1. Outgoing and friendly personality.
2. Experience with Computer including email, Excel, and Microsoft Word.
3. Photography and/or Smart phone and photo sharing skills.

### **OUTLINE OF DUTIES:**

1. Communicate regularly with the Membership Director to obtain Newcomer contact information including full name, neighborhood, address, phone and email. Update Newcomer roster on computer spreadsheet on an ongoing basis.
2. Prepare a template "Welcome Letter" to include: Newcomer Director(s) contact information, HOM website information, instructions on how to make HOM reservations, and an invitation to sit at the monthly Luncheon Newcomers Table(s) throughout the year.
3. Email each newcomer with the updated Welcome Letter, (group emails sent as blind copy), upon receipt of their contact information.
4. Stay informed of HOM website updates, clubs and activities to promote to new members.
5. Coordinate the Newcomer table(s) at all HOM Monthly Luncheons. Prior to luncheon, contact each new member with a reservation, to extend an invitation to sit at the Newcomers table(s). Communicate total number to the HOM Vice President and Meeting Director to reserve seats needed for the Newcomer table(s).
6. Arrive 30-45 minutes prior to Luncheon Meetings. Confirm Newcomers table sign(s) are placed on table(s). Greet Newcomers at the sign-in desk and escort them to the Newcomer table(s). Be sure one Newcomer Director and/or HOM existing member is seated at each Newcomer table to welcome members and facilitate introductions. If unable to attend, make arrangements for existing member(s) to welcome Newcomers and sit at the Newcomers Table.
7. If requested by the President, introduce all new members during Luncheon meeting by name and Miromar Lakes community. Photography Director may take their photo for the Membership Directory.
8. Coordinate Newcomer Events, (minimum of 1 or 2 per year), after consulting with President and Executive Board for desired number of events and budget. Set-up, organize and host Newcomer Events. Event planning will include sending invitations, choosing venue, planning menu, decorating, obtaining nametags, purchasing supplies, and planning activities if desired. Executive Board members will be invited, together with the Membership Director(s) and any other individual(s) designated by the President or Executive Board.
9. Submit all itemized receipts to HOM Treasurer for reimbursement.
10. Prepare a report for the monthly Board Meetings. If unable to attend, submit your report to the President in advance of the meeting.
11. Newcomer Director(s) may choose to submit: newsletter (should a newsletter exist) article(s) to the Newsletter Director), updates to the Activities Director, and/or updates to be posted to the HOM website.

## **Job Description: Activities Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position. The Activities Director oversees and coordinates HOM's activities/clubs, their respective chairpersons and communicates the updates to the membership-at-large through Weekly Updates.

### **RESPONSIBILITIES:**

Assist Activity/Club Chairs, assist in their communication efforts to the extent that is reasonable and necessary and via the Weekly Update create awareness of the clubs and information on how to participate.

### **SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program
3. Willingness to learn and use an email service (i.e.: Constant Contact) to provide the Activities/Clubs Weekly Updates.

### **OUTLINE OF DUTIES:**

1. Serve as an authorized user for the email program used (i.e.: Constant Contact) together with the President and/or other designated Board Members who have the knowledge and ability to send out Updates/Email Blasts.
2. Communicate and update activity/club information to the membership-at-large using the contracted email service (i.e. Constant Contact) on a weekly basis throughout the year.
3. Attend board meetings and present an Activities Report informing the Board of activity/club updates. If unable to attend a board meeting, provide a report to the President in advance of the board meeting.
4. Encourage club chairs to purge the previous year's list of members at the start of each new year (October 1). Chairs should start each year fresh by creating a new database of their club/activity members.
5. Any issues that create disruption/complaints and are not easily resolved by the chairperson or the Activity Director should be brought to the immediate attention of the President for resolution.

**Job Description: Activities  
Development Director  
(Appointed Position)**

**OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. The Activities Development Director shall work closely with the Activities Director. She shall be a conduit for communicating information about clubs to members at luncheons and be the contact person for potential new clubs.

**RESPONSIBILITIES:**

The Activities Development Director will be responsible for generating new ideas for clubs; be the contact person for members who are wishing to form a new club; promote club activity at the monthly luncheon; and collaborate and work closely with the Activities Director.

**SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program
3. Willingness to learn and use an email service (i.e.: Constant Contact) to provide the information in the Activities/Clubs Weekly Updates.

**OUTLINE OF DUTIES:**

1. Work with the Activities Director and other Board members to generate new ideas for clubs.
2. Be the contact person for members to communicate new ideas for clubs. Communicate the information to the Activities Director and the President.
3. Attend the monthly luncheon facilitate having club representatives there to promote and answer questions about their clubs.



## **Job Description: Communications Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position. The Communications Director disseminates information to the membership-at-large in regards to Event and Luncheon updates.

### **RESPONSIBILITIES**

Keep the membership-at-large informed of all Event and Luncheon information via weekly updates and email blasts and keep the membership database up-to-date.

### **SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program
3. Willingness to learn and use an email service (i.e.: Constant Contact) to provide the Weekly Updates throughout the year.

### **OUTLINE OF DUTIES:**

1. Send out a weekly email organization-wide email update.
2. Send an email blast reminder 3-5 days prior to the Luncheon Reservation deadline, which is the Wednesday prior to the Luncheon at 5 p.m.
3. Work with the Events Director or the individual event chairs to gather information that should be communicated to the members.
4. Inform the chairs that it is their responsibility to provide updated information to you on a regular and timely basis.
5. Inform chairs that it is their responsibility to maintain a database and communicate with those who have signed up for each event.
6. Serve as an authorized user for the email program (i.e.: Constant Contact) together with the President and/or other Board Members whose job it is to send email blasts.
7. Using the Constant Contact email service program, communicate updated information on a weekly basis via the Events Weekly Updates to all members.
8. Using the Constant Contact email service program, send email blasts as needed to all members.
9. Update the email service's database with new members' email addresses, which will be provided to you by the Membership Director.
10. Using an online survey, work with the President & VP to send out a survey developed by them to assess member satisfaction and suggestions in May or June or as needed.
11. Using an online voting program, work with the President and Nominating Chair to present a slate of nominees to the membership for officer elections in June or July.
12. Using online voting program, work with the President and Planning Committee Chair to present bylaw amendments to the membership for their approval in July or August.
13. Attend all board meetings and present a report with updated event information. If unable to attend a board meeting, provide the report to the President in advance of the meeting.

## **Job Description: Ambassador Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. It is the function of the Ambassador Director to create awareness of and promote the Hearts of Miromar within the Community, with a particular focus on new residents.

### **RESPONSIBILITIES:**

The Ambassador Director shall be responsible for coordinating efforts with the Miromar Lakes administration, making certain that all new residents have information about Hearts in their “welcome package”. Additionally, she will be responsible for recruiting neighborhood/subdivision “ambassadors” and organizing and managing their roles.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Working knowledge of word processing program

### **OUTLINE OF DUTIES:**

1. Work with members of the HOM Board to develop yearly goals for the Ambassadors, which includes, but is not limited to the goal of having a volunteer from each Miromar neighborhood/subdivision promoting Hearts to the residents, whether they are new or established residents.
2. Meet, as well as communicate with Ambassadors on a regular basis, to ensure they have sufficient information pertaining to Hearts, including publicity/marketing materials.
3. Be knowledgeable about HOM, the website, club activities, accessibility to information, etc. to share with Ambassadors who will in turn share with their neighbors/new members.
4. Work with the Ambassadors to determine if there are additional materials needed, and if so, design / suggest items to HOM Board. Coordinate with the President or Vice President, or appropriate Board member for any items necessary or requested by Ambassadors for them to effectively promote HOM.
5. Coordinate with Ambassadors the way in which they will promote HOM to residents.
6. Attend the Monthly Luncheon and coordinate with Ambassadors to have an appropriate number of Greeters. If you are unable to attend a Luncheon, make necessary arrangements for one or more Ambassadors to be responsible for welcoming attendees.
7. Prepare a report for the monthly board meeting. If unable to attend a meeting, provide a report of activities/discussion points to the President in advance of the meeting.

## **Job Description: Philanthropy Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year term in this position. The Philanthropy Director coordinates and manages HOM's charitable activities.

### **RESPONSIBILITIES:**

It shall be the responsibility of the Philanthropy Director to work with the President/Board in identifying and coordinating the 501(c)(3) charitable organizations to which HOM will make contributions. The primary methodology and venue for collection of the donations will be the sale of raffle tickets at the monthly meeting luncheon.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments
2. Computer background for purposes of researching charities

### **OUTLINE OF DUTIES:**

1. Solicit suggestions for charitable organizations from the Board and membership.
2. Research and recommend to the Board charities that will benefit from HOM fundraising - prepare a short synopsis of the charity's mission. In addition to its mission, consideration will include, but not be limited to confirmation of 501(c)(3) status; percentage of donations used for administrative purposes; special needs HOM may wish to consider; and locale where donations will be utilized.
3. Recommend and receive approval from the Board for each month's charity. (There may be some months that HOM will not identify an organization and/or may have a standing commitment to one i.e. the December toy project.)
4. Identify volunteers for each luncheon who will assist in the selling of tickets, tabulation of monies and the raffle drawing.
5. After counting the money collected at the Luncheon, calculate the amount that will be allocated to the charity and the amount that will be given to the ticket winners. 50% of the dollar amount collected will be distributed to ticket winners and the other 50% will be allocated to the Charity selected.
6. If requested by the President, be prepared at each luncheon to talk briefly about the charity identified as the recipient.
7. Complete two copies of the financial form, one for the Treasurer and one for the Philanthropy Director/s. Give the cash receipts/checks for the charity and a copy of the completed financial form to the Treasurer who in turn will give the Philanthropy Director a check for her to mail or deliver in person to the charity along with a cover letter on HOM letterhead. The letter must designate that the donation is for use in SWFL, unless otherwise approved by the Executive Board.
8. Each year the Board may elect to support other charities with the collection of change at HOM Luncheons i.e., Miramar's Feral Friends & the Harry Chapin Food Bank. Should this be the case, you or someone you designate will be responsible for placing individual (labeled) change collection containers out at each luncheon. At the end of the luncheon, you will be responsible for turning the collected change over to the Treasurer with a designation of where the funds go.

## **Job Description: Photography Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A director will be limited to a 3-year maximum term in this position. The Photography Director takes pictures to document luncheons and events.

### **RESPONSIBILITIES INCLUDE:**

It shall be the responsibility of the Photographer and/or her committee to take photographs at the Monthly Luncheons, Special Events and Social Events for archival purposes on the website and also for the newsletter should one exist.

### **SKILLS NEEDED:**

1. Working knowledge of a digital cameras or phone cameras, to include taking photos and transferring photos via the “cloud” through email as a jpeg
2. Working knowledge of email, including attachments
3. Computer background for purposes of emailing photos

### **OUTLINE OF DUTIES:**

1. Given the number of luncheons and events, it is suggested that the Photography Director create a volunteer squad of members who would be willing to take photographs with the HOM camera at each gathering.
2. Assign a volunteer to each event for the purposes of taking individual photos and group photos as a keepsake of the event. (Events include but are not limited to the Monthly Luncheons and all other HOM organized Special Events and Social Events.) The volunteer will return the camera and memory card to the Photography Director.
3. The Photography Director will archive the photos and/or will transfer them to the Website Director and the Newsletter Director should the latter exist. (Transferring of photos can be done ~~by a chip~~, email or other means as a jpeg format.)
4. View the Membership Directory on an occasional basis and make arrangements to take photos of members whose pictures are missing; then transfer said photos to the Membership Director for updating in the Directory.

## **Job Description: Sunshine Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. It is the function of the Sunshine Director to write notes on behalf of HOM.

### **RESPONSIBILITIES:**

The Sunshine Director shall be responsible for writing notes on behalf of HOM for those members who have been ill or had a death in their family (limited to members, member's spouses / significant others for illness or death in immediate family (Spouse, Significant Other, Sibling, Parent, Child, Grandchild or any other person deemed appropriate by the Board / President). Additional responsibilities and/or requirements are addressed in the General Guidelines under Job Descriptions.

### **SKILLS NEEDED:**

1. Ability to handwrite notes on behalf of HOM for illness / deaths.
2. Working knowledge of email, including attachments.

### **OUTLINE OF DUTIES:**

1. Be responsible for sending cards / notes for Sunshine. These cards should be on HOM notecards and should be generic and not specific for reason or illness. Cards should be sent to members or member's spouses / significant others for illness or death in immediate family (Spouse, Significant Other, Sibling, Parent, Child, Grandchild, or any other person deemed appropriate by the President / Board). The Board will coordinate and provide names of individuals for whom cards should be sent and/or if you are aware of someone that should receive a card, coordinate this with the President / Secretary.
2. If Member is in need of more than a card / note for Sunshine (i.e. ride to appointment, meal(s) brought in, arrangements for memorial service, etc.), you will work with the President or Secretary to coordinate members available to assist.
3. Monthly report to the Board should provide a list of all cards that were sent out for Sunshine for the month. Do not include confidential information.

## **Job Description: Meeting Greeter Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by the President and approved by the Executive Officers. The term of directorship shall be one year. It is the function of the Meeting Greeter Director to develop a team of members who is responsible to greet, circulate and welcome members to the luncheons.

### **RESPONSIBILITIES:**

The Meeting Director shall be responsible for coordinating and recruiting greeters for each luncheon.

### **SKILLS NEEDED:**

1. Working knowledge of email, including attachments.
2. Working knowledge of word processing program.

### **OUTLINE OF DUTIES:**

1. Communicate with Greeters their responsibilities at Monthly Luncheons.
2. Attend the Monthly Luncheon and ensure an appropriate number of Greeters are in attendance. If unable to attend a Luncheon, make necessary arrangements for one or more Greeters to be responsible for welcoming attendees.
3. Greet and welcome members to the luncheon. Circulate and ensure the members are able to find a seat. Answer questions members may have or direct them to the responsible individual. The goal is to make every member feel comfortable.
4. Be knowledgeable about HOM, the website, club activities, accessibility to information, etc. to share with members at the luncheons.
5. Prepare a report for the Monthly Board Meeting. If unable to attend a meeting, provide a report of activities/discussion points to the President in advance of the meeting.

## **Job Description: Website Director (Appointed Position)**

### **OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position. The Website Director oversees and coordinates HOM's Website with a Web Vendor, their respective chairpersons and communicates the updates to the membership-at-large.

### **RESPONSIBILITIES:**

Maintain the HOM Website updated to the extent that is reasonable to create awareness of all club information, to include Officers – Membership – Activities – News – Gallery and anything else applicable.

### **SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program.
3. Working knowledge of Excel for purposes of Membership Directory updates.
4. Working knowledge of PDF forms for uploading flyers – etc.
5. Working knowledge of photos and ability to upload photos.
6. Willingness to learn basics of Word Press.

### **OUTLINE OF DUTIES:**

1. Work with the Website Vendor to maintain the web site. This will require coordination for changes or issues you or members are having.
2. Serve as an authorized user for the email program used (i.e. Constant Contact & Gmail) together with the President and/or other designated Board Members.
3. Serve as an authorized user for PayPal for purposes of keeping Website information and links correct.
4. Manage and update content for all information received. Limited updates may be able to be copied through Constant Contact while other will require proper formatting.
5. Add, delete or change all pages on the website, as necessary. This will include but not be limited to changing pages for each new year/term for Officers, Clubs/Activities, Gallery, Sunshine and other applicable things.
6. Update the HOME page banner with current events.
7. Post updates, together with photos or flyers associated with event.
8. Update Charity information as additional Charities are supported.
9. Make any necessary changes to the Reservation system.
10. Maintain the event calendar.
11. Update Member Directory, as received from Membership Director, being able to reformat for web.
12. Be responsible for Resources, Important Documents, etc. which are available on the website and verify that all links work or change as required.
13. Set-up all new members for website access and send email with regard to website information, login or password, as necessary.
14. Maintain member access privileges, deleting members who have moved and/or who are no longer a member.
15. Coordinate with Director responsible for Membership & Reservations to assure website is properly transferring applications, reservations and PayPal receipts.

**Job Description: At-Large Director  
(Appointed Position)**

**OVERVIEW:**

This position is appointed by President and approved by the Executive Officers. The term of directorship shall be one year. A Director will be limited to a 3-year maximum term in this position.

**RESPONSIBILITIES:**

An At-Large Director may be appointed to assist with any facet of the board and/or to assist any Officer and/or Director.

**SKILLS NEEDED:**

1. Working knowledge of email
2. Working knowledge of word processing program.
3. Willingness to learn and/or assist with whatever is requested.



## **Job Description: Newsletter Director (Appointed Position)**

NOTE: The Hearts of Miromar Board of 2015-16 voted to no longer publish a Newsletter after this year. Consequently, the Planning Committee did not review / re-write any portion of the existing Job Description. This Job Description is being retained in the event a future Board wishes to publish a Newsletter; however, it is in the format used for previous years.

The Newsletter Director shall collect articles/letters/information updates/photos from all of the Directors and Committee Chairs for publishing in the newsletter and/or on the web site. She will also be responsible for editing the monthly Newsletter. Additional responsibilities and/or requirements are addressed in the General Guidelines under Job Descriptions.

### **EXPERTISE SUGGESTED IN:**

1. English language, to include correct grammar and punctuation
2. Working knowledge of email, including attachments
3. Willingness to learn website for purposes of updating, if necessary

### **OUTLINE OF DUTIES:**

1. Coordinate, on a regular basis, with the Website Director.
2. Serve as a back up to the Website Director and President as an authorized user for the website & HOM email account. Account privacy is of utmost importance.
3. Attend monthly Board meetings and remind Board Members & Directors of the cut-off dates for submission of articles for the Newsletter.
4. If necessary, email Officers, Directors or other parties applicable as a reminder of the submission dates for articles. Typically this would consist of the President, Vice President, Activities Director, Meeting Coordinator and Membership Coordinator.
5. Review and edit the articles received.
6. Submit to the Website Director all articles, letters, information and updates received and not provided directly to them for the newsletter and/or website. Coordinate specifically if items are to be posted only on the website. It is recommended to forward information to the Website Director after you have received and reviewed it so that they have the ability to start working on the newsletter as their time permits.
7. When the newsletter draft is received, review and edit articles as needed. Keep in mind that each individual has her 'own voice'. You should be alert for correct grammar, punctuation, dates, addresses, as well as too much duplicate information. There are no political or religious phrases allowed. When in doubt, contact the President for clarification on how best to proceed.
8. Keep in mind that the newsletter and website are a true team effort with the Website Director. Also keep in mind that time is of the essence for submission and review as everyone is working with a timeframe.
9. When the Newsletter Director has completed the final review of the newsletter, if additional changes are necessary it is returned to the Website Director. If no additional changes are necessary, it is forwarded to the President for review and her return to the Website Director.
10. Once the newsletter is approved by the Newsletter Director and President, the Website Director will publish it on the website and the Newsletter Director and Website Director will coordinate if an email is to be sent to members with notification the newsletter is available.
11. Coordinate with the Website Director that newsletter is emailed to Miromar Lakes Sales Center and Concierge.
12. Request that all Photographs be submitted direct to the Website Director
13. Newsletter Director will coordinate with the Website Director for emailing out any pertinent email messages and/or updates for the website; however, the President should approve all messages that are emailed out.
14. Attend monthly Luncheons / Event. Plan to arrive no later than ½ hour before the Luncheon / Event starts to assist with anything required.