

Hearts of Miromar

Job Descriptions

This document serves as a guide to the Executive Board and Director positions within Hearts of Miromar. It is intended to help current and incoming Board members understand each role, support smooth transitions, and promote consistent, collaborative leadership throughout the organization.

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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. Upon completion of her term, the President may serve one additional year as an At-Large Member of the Board and Executive Committee to provide continuity, mentorship, and support to the incoming President and Board.

RESPONSIBILITIES

The President shall be the chief officer and preside over all Executive Sessions, Board of Directors Meetings and Monthly Membership Meetings. She can call an Executive Session and/or additional Board of Director meetings, as necessary. These sessions will consist of the Executive Officers and/or any other person(s) deemed relevant.

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 Website basics for the purpose of assisting, if necessary.

OUTLINE OF DUTIES

- Set up the transition joint Board Meeting to be attended by existing and new Officers and Directors/Co-Directors for ease of transition.
- As soon as the incoming Board takes office in October, the President/s and Treasurer(s) shall ensure that the bank HOM signature card is updated to reflect new signatures and to ensure the removal of the previous Officers' names.
- Is accountable for all digital assets and ensures that accounts including email zoom and other digital platforms are administered and maintained by the Secretary and Website Director. Usernames and passwords shall be maintained by the secretary and transferred during Board transition to the incoming President, Secretary and Website Director.
- Arrange the location and time of the Board Meetings to include Zoom.
- 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 Zoom meeting invite, agenda, previous month's meeting minutes and Treasurer's report for distribution to the board.
- The President will ensure communication to the Board utilizing the HOM Gmail account.
- Develop an agenda for each Executive Committee meeting.
- 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.
- 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.
- Coordinate with the Activities Director, as needed, to establish new clubs and retain existing clubs, based on interest and to ensure a chairperson for each club. If needed, assist with any club activities issues that may arise throughout the year.

- Serve as a back-up to the Website Director and Communications Director.
- If requested by Miromar Marketing, provide updates for the Miromar Waves and Stroll Magazine.
- 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 the Board of Directors.
- 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
- Executive Committee members are expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. This knowledge helps ensure consistent leadership and effective operations.

Vice President

(Elected Position)

OVERVIEW

The term of office is a one-year term as Vice President followed by a one-year term as President. The election for Vice President takes place annually. The Vice-Presidential year is an apprenticeship year to ready the VP to step into the Presidential position the following season. During this time, the VP supports the President, while focusing on developing an in-depth understanding of the functions of the Board. She will work closely with the Program, Luncheon and Special Events Directors.

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.

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

- Annually in April/May the VP is responsible for scheduling a meeting with the President, Luncheon Director, Program Director and Miromar Lakes management to establish the schedule for the upcoming season for luncheons, HOM sponsored evening programs, Martini Mingles, and Special Events. Food and beverage pricing, reservation policy and policy for alternative meals should be reviewed with F & B at this time. If Food and Beverage introduces a price change it will be shared and the new price voted by the Board.
- Provide the calendar developed at the scheduling meeting with Food & Beverage to the Website Director so the events and dates may be added to the HOM website and calendar.
- In May along with the Luncheon Directors, set the menu for the upcoming luncheon season.
- Monitor member feedback regarding the luncheon experience and work with Food & Beverage to maintain quality and standards. Share feedback with Directors as appropriate.
- Purchase gift card door prizes (one \$20 card for approximately every 20 guests) to be raffled at the monthly luncheon.
- Attend as many luncheons and events as possible in an effort to introduce new members to Hearts and current Hearts members for future Board positions.
- Maintain the list of volunteers coming from the survey or members speaking with you about volunteering. Introduce them to Directors who need volunteers (i.e. philanthropy, greeters)
- Responsible for the Decorating Committee to ensure table decorations, assist them when needed, and with setup. Make them aware of the luncheon programs as soon as they are known.
- Support the Special Events Director with menu, layout of room and special needs. Help with pricing and selection of menu.
- Maintain a key to the storage unit.
- In April/May of each year, the VP shall provide the Nominating Committee with a list of potential Board of Directors candidates. Upon completion, the Nominating Committee shall submit its nominees to the Vice President, who shall review the candidates and make a recommendation to the Executive Committee for approval.

- If the VP wishes to add a Board position, she may do so with the approval of the Executive Board and create a job description.
- Before September, work with the Treasurer to establish a proposed working budget for the upcoming year and present the same at the October board meeting.
- Executive Committee members are expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. This knowledge helps ensure consistent leadership and effective operations.

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

- In consultation with the President communicate each board meeting date/time and include Zoom meeting link. Communicate the Friday before the Wednesday Board meeting. When unable to attend a Board Meeting, ensure another Board member can take the minutes.
- Maintain 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.
- Maintain a secure current record of all usernames, passwords, and administrative access credentials for digital assets i.e. Zoom, HOM Gmail, Constant Contact and Website in collaboration with the Website Director.
- In consultation with the President, authorize and manage user access to the organization's digital communication platforms to support each user's assigned responsibilities.
- Maintain administrative access to the Hearts Zoom account, including the ability to schedule meetings, manage hosts and co-hosts, admit participants, access meeting summaries and recordings, and assist the President with meeting administration as needed.
- 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 approval.
- Executive Committee members are expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. This knowledge helps ensure consistent leadership and effective operations.

Co-Treasurers

(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 in even years. The Treasurer shall be responsible for all 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 the State of Florida and IRS for Corporation and Non-Profit Status. This is to include but not be limited to an Annual Report with the 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 Dropbox
5. Working knowledge of PayPal

OUTLINE OF DUTIES

- Update the HOM bank (checking account) signature cards annually upon taking office.
- Work with the President and Executive Board to establish an annual budget (for each line item) for the new term. Include Board Directors as needed.
- Maintain custody of the Heart's financial accounts and payment platforms (e.g. bank accounts, Pay/Pal) ensuring appropriate access in accordance with Board by-laws/guidelines.
- Obtain Executive Board approval before committing to any unbudgeted expenditure or any expenditure exceeding the approved budget.
- Work with the Co-Treasurer to collect PayPal receipts for dues, luncheons, and special events.
- Work with the Co-Treasurer and Website Director to ensure PayPal access. Monitor said account and transfer funds from PayPal to the HOM bank account monthly or more frequently as needed.
- Share Treasurer responsibilities with the Co-Treasurer to balance the workload.
- Reconcile membership records with the Membership Director to ensure dues collected match new member registrations.
- Reconcile financial records for all events, to include Luncheons and Special Events.
- Work with the Philanthropy Director to collect charitable contributions, depositing funds into the HOM bank account and issue applicable check(s) payable to the agreed upon Charity(s).
- Deposit all checks and cash promptly.
- Reconcile monthly bank statements promptly.
- Maintain accurate, itemized records of all receipts and expenses, including reimbursements and upon receipt of expense receipts, reimburse on time (within 2 weeks), except for speaker fees; they may be paid in advance or on the day of the event, depending on what is required by the speaker.

- Manage and retain up-to-date information and be responsible for prompt payment of Directors & Officers Insurance and Liability Insurance.
- File all necessary reports with the 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.
- 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.
- Following the luncheon/an event, obtain authorization (by Meeting Director/Event Chair) of the Miromar bill and make payment.
- 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.
- Inform the Board prior to the September meeting of a (any) surplus of funds and determine how the surplus should be handled.
- Provide the annual budget and the monthly financials to the Website Director for posting on the HOM site.
- Daily, 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.
- 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.
- Maintain a list of PayPal payments in the Reconciliation, notating what the payment was for. Work with the Treasurer to become familiar with Dropbox.
- Co-Treasurers shall represent each other at Board meetings when the other is absent.
- Executive Committee members are expected to be familiar with the HOM By-Laws and Guidelines. This knowledge helps ensure consistent leadership and effective operations.

Activities 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 Activities Director meets with women who want to start a new club and then presents the information to the Board at the monthly meeting.

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

OUTLINE OF DUTIES

- Attend Board meetings and present an Activities report informing the Board of any activity/club updates. If unable to attend a Board meeting, provide a report to the President in advance of the meeting.
- 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. Participants must be HOM members if they own or rent in Miromar Lakes. Certain clubs offer welcoming guests, who are not owners or renters in Miromar.
- 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.
- The Activities Director coordinates HOM's activities/club's weekly newsletter updates between their respective chairwomen and the Website and Communications Director.
- The Activities Director should take signup clipboards to each Luncheon to sign up members interested in an activity and send the list to the respective chairwomen.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

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. The director is limited to a 3-year maximum term in this position. It is the function of the Ambassador Director to create awareness of and promote 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

- 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.
- Meet, as well as communicate with Ambassadors on a regular basis, to ensure they have sufficient information pertaining to Hearts, including publicity/marketing materials.
- 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.
- Work with the Ambassadors to determine if there are additional materials needed, and if so, design / suggest items to the 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.
- Coordinate with Ambassadors the way in which they will promote HOM to residents.
- 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.
- 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.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making

At-Large Director

(Appointed Position)

OVERVIEW

This position is appointed by the President and approved by the Executive Officers. The Director's term is one year. The director is limited to a maximum of 3 consecutive terms in this position.

RESPONSIBILITIES

A one-year Board position designed to support the Board of Directors in carrying out club initiatives and responsibilities. Assignments may include assisting with events, communications, membership activities, or special projects.

This role is intended to offer valuable Board experience and preparation for potential future Executive Board service. Former Board members, or past Executive Board members may serve in this role to provide guidance, historical perspective, mentorship, and continuity.

SKILLS NEEDED

1. Working computer skills, i.e. email and word programs.
2. Willingness to assist in whatever is requested and/or may be assigned to support a specific Director.

OUTLINE OF DUTIES

- Attend Board meetings.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Communications Director

(Appointed Position)

OVERVIEW

This position is appointed by the President and approved by the Executive Officers. The term is one year, with a maximum of three consecutive years in the role.

The Communications Director is responsible for planning, creating, and distributing timely, professional, and engaging communications that keep Hearts of Miromar members and Miromar Corporation informed about club events, activities, announcements, and organizational updates. The Communications Director serves as the primary administrator of the club's email communication platform and works closely with the Executive Board, Events Director, Membership Director, Website Director, and event chairs to ensure communications are accurate, consistent, and delivered on schedule.

With Executive Board approval, the Communications Director and Website Director responsibilities may be combined under one Director, provided the individual has the skills and capacity to effectively fulfill both roles.

PRIMARY RESPONSIBILITIES

The Communications Director is responsible for developing, coordinating, and distributing organization-wide electronic communications for Hearts of Miromar. This includes producing the club newsletter, sending timely announcements and reminders, maintaining the email distribution system, supporting online surveys and voting, and ensuring all communications are accurate, professional, consistent with the organization's branding, and aligned with information published on the club website.

SKILLS AND QUALIFICATIONS

1. Strong writing and editing skills with the ability to create clear, engaging, and professional communications for both scheduled and time-sensitive announcements.
2. Graphic design experience, or a willingness to learn, to create attractive newsletter layouts, email graphics, and supporting communication materials.
3. Proficiency with Constant Contact (or similar email marketing platform) and willingness to become an advanced user.
4. Strong working knowledge of Microsoft Word and other common office applications.
5. Excellent organizational skills with exceptional attention to detail and the ability to manage multiple deadlines.
6. Ability to maintain consistent branding, messaging, and communication standards across all member communications and in coordination with the club website.
7. Ability to collaborate effectively with Board members, committee chairs, and volunteers.
8. Familiarity with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps clarify the responsibilities of the position and supports informed decision-making.

OUTLINE OF DUTIES

Newsletter Management

- Produce and distribute the Hearts of Miromar newsletter:
 - Weekly during the active season (September–May)
 - Monthly during the summer (June–August)
- Gather, organize, edit, and publish content received from Board members, committee chairs, and event chairs.
- Ensure newsletter content is accurate, complete, professionally presented, and delivered according to schedule.

Member Communications

- Send organization-wide email communications for:
 - Time-sensitive announcements
 - Urgent updates
 - Special notices
 - Event reminders
- Send targeted luncheon reservation reminders approximately 3–5 days before reservation deadlines.
- Ensure all communications maintain a consistent style, tone, and organizational branding.

Collaboration

- Work closely with the President, Executive Officers, Events Director, Membership Director, Website Director, and event chairs to obtain timely and accurate information.
- Coordinate communications to ensure consistency between email communications and information published on the Hearts of Miromar website.

Constant Contact Administration

- Maintain the Constant Contact membership database by updating member information provided by the Membership Director.
- Serve as an authorized Constant Contact sender, along with the President and other designated Board members.
- Maintain email lists and distribution groups to ensure accurate delivery of communications.

Surveys and Online Voting

- Assist the President and Executive Board with creating and distributing member satisfaction surveys (typically May/June).
- Assist the President and Nominating Committee with administering online officer elections (typically June/July).
- Assist the President and Planning Committee with administering online voting for proposed By-Law amendments (typically July/August).

Board Responsibilities

- Attend all Board meetings.
- Provide a Communications Director report summarizing recent and upcoming communications activities.
- If unable to attend a meeting, submit the report to the President prior to the meeting.

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 for 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 Member Luncheon 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

RESPONSIBILITIES

DIRECTORS

- Participate in annual selection of monthly luncheon options with the Vice President
- Understand the Reservation Policy and how meal alternatives work.
- Attend monthly Board meetings and be prepared to give attendance numbers for and financials for the previous Luncheon as well as attendance for the upcoming luncheon. Discuss any issues that have arisen regarding the Luncheon.
- Directors should plan to attend all luncheons. If unable to attend, they are responsible for arranging a qualified substitute to fulfill their duties.
- The Luncheon Directors are responsible for developing an Event Reconciliation statement detailing the funds collected and the associated expenses following every Luncheon. The information should be presented to the Board at the next Board Meeting.
- The incumbent is expected to be familiar with the HOM By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

POSITION PROCEDURES

CO-DIRECTOR #1:

- A container with a HOM logo must be available outside your front door for collection of reservations and check payments. Payments will be received as follows: (1) at the previous luncheon, (2) delivery to the Director's home (in the box outside the front door) and (3) PayPal reservations and payments charged to Hearts of Miromar when the PayPal is processed. This fee must be included in the monthly reconciliation. The PayPal fees can be obtained from the Treasurer.
- Maintain a monthly Excel list (using Hearts Dropbox) that includes the members' name, food choice, guest information, payment method and amount, food allergies as well as any other pertinent notes. A record of both checks/cash and PayPal payments shall be maintained.

- The week prior to the Luncheon date, email Miromar Lakes Food & Beverage, to report the total number of reservations requested, individual menu choice counts, name(s) of members with food allergies, their allergies and menu choice. A copy of this report to Food & Beverage should be sent to the President, VP, Treasurer, Newcomer's Mingle's Directors and Program Director. This email should be sent now later than the designated due date provided by Miromar, typically the Monday prior to the Luncheon date. This reservation is a **guaranteed** number, the cost of which HOM is responsible.
- After the count is turned into Miromar Food & Beverage, if any reservations requests are received, maintain a list of members who wish to be "waitlisted". If cancellations are received, notify those waitlisted members in the order in which they are recorded on the waitlist that an opening is available.
- Prior to the Luncheon, notify the Newcomers/Mingles Directors of any new members who are attending the luncheon who have requested that they be seated at the Mingles Table, allowing her to contact the member in advance.
- A box/basket for members to leave checks for the next month's Luncheon should be available at the check-in table so that members have the option to prepay.
- When check-in is complete, confirm your count of attendees as it will be necessary for verification of the Food & Beverage bill.
- Review the Miromar Luncheon bill with the Treasurer for accuracy. Once approved, obtain a copy of the bill and the check numbers for the records.
- Record income and expense numbers on the monthly Dropbox summary for completions and reconciliation by the Treasure.
- Give the checks and any cash received for the Luncheon to the Treasurer for deposit.

CO-DIRECTOR #2:

- Maintain an alphabetical list of members with food allergies. The food allergies of new members are tracked by the Website Director and are available from her monthly reports. Allergies should always be provided to Food & Beverage when notifying them of the number of luncheon attendees.
- Print name tags (through Avery online) for each member and guest who has made a reservation. The Avery account login is: Avery.com-psl71@me.com The 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 each month.
- Affix a Heart sticker to the name tag of each new member and a Mingles sticker to each member who has requested the Mingles table.
- Place 1 door prize ticket with each member guest name tag. Bring the other half of the tickets to the luncheon to be drawn by the President for door prizes.
- Place a color-coded ticket for each member's menu choice with each name tag.
- To expedite check-in, divide the number of members attending and prepare signs designating that portion of the alphabet. Ask Board members or other members for help if needed at check in.
- Arrive at least one hour prior to the Luncheon to set up the check-in table with name tags in alphabetical order. Bring extra door prize tickets, meal choice tickets and blank name tags.
- The menu choice for the next Luncheon should be displayed at the check-in table.
- The incumbent is expected to be familiar with the HOM By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

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. The director is limited to a 3-year maximum in this position. It is the function of the Meeting Greeter Director to develop a team of members who are responsible to greet, circulate and welcome and bring members to the Mingles and Newcomers tables at the luncheons.

RESPONSIBILITIES

The Meeting Director shall be responsible for coordinating and recruiting greeters for each luncheon. Greeting members and their guests. Ensuring they find a seat and escorting when needed to the Newcomers or Mingles table.

SKILLS NEEDED

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

OUTLINE OF DUTIES

- Communicate with volunteer Greeters their responsibilities at Monthly Luncheons.
- 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.
- 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.
- Be knowledgeable about HOM, the website, club activities, accessibility to information, etc. to share with members at the luncheons.
- Share any updates or information at the monthly Board meeting.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

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 consecutive term for 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

- Serve as an authorized user for the HOM email account. Account privacy is of utmost importance.
- 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.
- At the same time member dues are paid, it is imperative a membership form in its entirety is completed.
- 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.)
- 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 (*).
- Non-renewing members should be deleted effective November 1st from both the Member Directory and calendar.
- 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).
- 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).
- Provide the Meeting Director and President with all names and emails of new members. 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.
- 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.

- 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).
- Twice a month, mail the entire updated membership list to all Club Chairs, Luncheon Directors, President, VP, Treasurer, Social Directors and Special Events Directors.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Mingles Director

(Appointed Position)

OVERVIEW

This position is appointed by the President and approved by the Executive Officers. The term will be one year or a maximum term of three consecutive years in this position. The Executive Officers have the option to appoint Co-Mingles Directors. The Mingles Director(s) role is to assist members who request a seat at the Mingles table, members who have not reserved a seat but are looking to mingle with new people, or those members who are attending alone and looking for a welcoming table to join.

RESPONSIBILITIES

Welcome members who reserve a seat at the Mingles Table as well as those members who attend solo and looking for a friendly table at HOM Luncheons. In addition, the Mingles Director(s) will coordinate with the Socials Director events and activities that include Mingles participants.

SKILLS NEEDED

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

OUTLINE OF DUTIES

- Coordinate the Mingles Tables at all HOM Luncheons. Prior to the luncheon, obtain the list of members who have requested seating at the Mingles Table from the Luncheon Director. Contact them to let them know you are looking forward to welcoming them.
- Communicate the total number to the HOM Vice President and Luncheon Director to reserve seats needed for the Mingles Tables, including a small additional percentage of seats to accommodate Mingles walk-ins for those members attending alone or looking to enjoy lunch with members they would not typically sit with. Mingles tables are not meant for preexisting groups who would like to sit together.
- Arrive 30-45 minutes prior to the Luncheon meeting. Confirm Mingles table signs are placed on the tables. Talk with the Greeters and the Luncheon Directors and request that if they are aware of someone arriving alone, they suggest that the member consider the Mingles Table.
- Greet members who have requested to sit at the Mingles Table at the check-in desk as well as those members arriving alone or those who indicate they are interested in meeting new members and escort them to the Mingles Table. Be sure one Mingles Director and/or a HOM existing member is seated at each Mingles Table to welcome members and facilitate introductions.
- If unable to attend, make arrangements for an existing member to welcome them and sit at the Mingles Table with them.
- Stay informed of HOM website updates, clubs and activities to promote to members at the Mingles Table as a mechanism to assist them in getting more involved in HOM.
- Discuss social events that are planned. Understand if they need support from our Social Directors for transportation and seating at an event. Share any event suggestions they may have with our Social Directors.
- Prepare a report for the monthly Board Meetings. If unable to attend, submit your report in advance of the meeting.
- Mingles Directors may choose to submit newsletter articles to the Communications Director.
- The incumbent is expected to be familiar with the HOM By-laws and Guidelines. Understanding these documents helps clarify regarding responsibilities of the position and supports informed decision making.

Newcomers 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 director shall be limited to a 3-year maximum term for this position. (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

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 computers including email, Excel, and Microsoft Word.
3. Photography and/or Smart phone and photo sharing skills.

OUTLINE OF DUTIES

- 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.
- Prepare a template “Welcome Letter” to include: Newcomer Director(s) contact information, and an invitation to sit at the monthly Luncheon Newcomers Table(s) throughout the year.
- Email each newcomer with the updated Welcome Letter, (group emails sent as blind copy), upon receipt of their contact information.
- Stay informed of HOM website updates, clubs and activities to promote to new members.
- 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 the total number to the HOM Vice President and Meeting Director to reserve seats needed for the Newcomer table(s).
- 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.
- If requested by the President, introduce all new members during the Luncheon meeting by name and Miromar Lakes community. The Photography Director may take their photo for the Membership Directory.
- Coordinate Newcomer Events, (minimum of 1 or 2 per year), after consulting with the 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 name tags, 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.
- Submit all itemized receipts to the HOM Treasurer for reimbursement.

- Prepare a report for the monthly Board Meetings. If unable to attend, submit your report to the President in advance of the meeting.
- 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.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position

Philanthropy 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 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

- Solicit suggestions for charitable organizations from the Board and membership.
- 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.
- Recommend and receive approval from the Board for each month's charity. (There may be some months that HOM may have a standing commitment to one organization, i.e. the November and December Toys for Kids.
- During the luncheon, Philanthropy Directors will be responsible for facilitating the raffle ticket sales and the financial report given to the Treasurer.
- Send the Website Coordinator a write-up to add to the HOM newsletter about the charity.
- Make a poster (8x10) designating the month's charity to display on the table where the tickets are sold. Clear frames and samples are provided.
- It is recommended to divide raffle tickets in sets of 6 in advance to make for easier ticket sales
- Prepare 10 business sized envelopes for raffle ticket winners. Write on the front "Hearts of Miromar- Raffle ticket winner.
- Contact HOM members who have volunteered to sit at a reception table to sell the raffle tickets, count money, tear off ticket stubs and those who will sell tickets on the floor. There are usually 3 at the table and 2 on the floor selling them.
- Arrive at least an hour before the Luncheon to set up the table. Bring all materials (baskets, raffle tickets, signs, envelopes, etc.)
- Get \$100 in small denominations from the Treasurer for ticket sellers to make change as needed from ticket sales. This will be returned to the Treasurer at the end of the Luncheon and not to be counted in the total.
- Sell raffle tickets and collect check donations to the charity of the month.

- At 12:00 p.m. count the money and set aside the money for the raffle ticket winners. Put \$25 in the envelopes to be handed out to the raffle winners. The rest is given to the Treasurer after totaling and preparing the financial form. The Philanthropy Director keeps a copy of the form as well. The form may need to be amended after the luncheon if raffle ticket winners donate their winnings back to the charity. Checks should not be made out to HOM but to the charity.
- The maximum for raffle winners is \$250 distributed among 10 winners depending on the amount collected. 75% of the money collected goes to the charity and 25% is distributed to the raffle winners (i.e. to distribute 10 envelopes @ \$25 each, at least \$1,000 in raffle tickets need to be sold. If less than \$1,000 is sold, then decrease the number of winning envelopes to be distributed accordingly, adjusting proportionately. To the raffle ticket sales). All extra money goes to the charity. Guests write checks out to the individual charity and are placed in a basket at the table.
- If requested by the President, be prepared at the Luncheon to tell the members about the charity (why chosen and mission) and the amount collected at present.
- Assist with distribution of prizes as winners are selected.
- Write and deliver a letter to the charity on HOM letterhead with the enclosed check(s) provided by the Treasurer.
- 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.
- The Philanthropy Directors are responsible for developing an Event Reconciliation detailing the amount of funds collected for the charity of the month, broken down by cash and check, and the amounts given to the charity and to the raffle winners. The information should be presented to the Board at the next Board meeting.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Photography 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 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

- 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.
- Assign a volunteer to each event for the purpose 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.
- 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 photos can be done by a chip, email or other means as a jpeg format.)
- 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.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Program 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 director will be limited to a 3-year maximum term for this position. (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 and any approved evening programs.

RESPONSIBILITIES

It shall be the responsibility of the Program Director(s) under the guidance of the Vice President to provide the Board with 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

- The Program Director shall coordinate the planning and execution of a variety of programs/ presentations that will capture the interest of members. They shall also meet with Food & Beverage, the President, VP, and Luncheon Directors to plan the schedule for the following season in April.
- 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.
- 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 Food & Beverage on a monthly basis.
- Inform the speaker that they and one 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.)
- Provide the name of the speaker and guest(s) to the Meeting Director.
- Re-confirm with the presenter approximately one or two weeks 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.
- 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.
- Sit with the presenter and any guest(s) they bring and reserve a table accordingly.
- Introduce the presenter, giving the luncheon attendees a brief background.
- Clean up following the meeting of any item(s) you have put out, to include centerpieces / decorations, etc. Recruit volunteers to help if necessary.
- Send the presenter a thank-you note on HOM note cards or letterhead.

- Write a brief synopsis of the program for the Communications Director to include in the newsletter for the upcoming luncheon/event six weeks prior to the event.
- Program Directors should begin planning for the following season's Luncheon and evening programs in late March to ensure that all presenters can be approved by the Board and confirmed at the end of June.
- The incumbent is expected to be familiar with the HOM By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

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 director will be limited to a 3-year maximum term for this position. The Social Director will oversee and manage those events which take place outside of Miromar.

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.

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

- Attend the monthly board meeting. If unable to attend a particular month, a report should be provided to the President before the meeting.
- 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.
- Recruit chairs and volunteers for each event.
- Provide oversight (venue selection, cost/person, menu and all logistical details) and assistance as necessary to each event chair.
- Make certain that a budget and subsequent reconciliation is provided to the Treasurer for each event.
- PayPal reservations will be handled by the co or Assistant Treasurer who will in turn inform u/ event chair of the names of the attendees. Check payments can be directed to you or the chair.
- Offer/accommodate requests from attendees to sit with other attendees when possible.
- Be responsible for keeping details up to date via the Weekly Social Events Update and through email blasts.
- The incumbent is expected to be familiar with the HOM By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Special 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 director will be limited to a 3-year maximum term for this position. 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. 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/or significant 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

- Attend the monthly board meeting. If unable to attend a particular month, a report should be provided to the President before the meeting.
- Coordinate with the Vice President – Social Director and Program Director to assure that there is no duplication of events and/or conflict of dates.
- Recruit chairs and volunteers for each event.
- Provide oversight (venue selection, cost/person, menu and all logistical details) and assistance as necessary to each event chair. The Event Chair shall be responsible for coordination of all reservations.
- Make certain that a budget and subsequent reconciliation is provided to the Treasurer for each event.
- 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.
- Offer/accommodate requests from attendees to sit with other attendees when possible.
- 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.
- The Events Directors are responsible for an Event Reconciliation statement detailing the funds collected and the associated expenses following each Special Event. The information should be presented to the Board at the next Board meeting.
- The incumbent is expected to be familiar with the HOM By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Strategic 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 Strategic Director oversees implementation of the goals and objectives of the organization established by the Executive Board of Directors. This position may be shared with a co-director.

RESPONSIBILITIES

The Strategic Director shall develop a detailed plan to accomplish implementing established goals and objectives based on feedback from the organization's membership. She shall interact with the various directors during the year to confirm they are on target regarding the plan and offer assistance as needed.

SKILLS NEEDED

1. Working knowledge of email, including ability to attach documents.
2. Working knowledge of Google - to include Google Drive, email and calendar.
3. Working knowledge of word processing programs.
4. Working knowledge of Excel.

OUTLINE OF DUTIES

- Establish a good working relationship with all Directors in an effort to explain changes to enhance their function and the organization at large
- Assign goals, along with a well laid out plan to Directors to accomplish objectives in a timely manner.
- Work with Directors in trouble shooting any roadblocks they may encounter.
- If necessary, set up a group meeting with the Directors involved during the season to brainstorm progress and determine if any new approaches need to be explored.
- Attend all Board meetings and present a report with updated progress in relation to the preestablished plan. If unable to attend a board meeting, provide the report to the President in advance of the meeting.
- Using an online survey, work with the President and VP to send out a survey to assess member satisfaction and suggestions following the Luncheon in May.
- Analyze the survey and present goals and objectives to the Executive Board for the following year.
- Work with the Communications Director to determine the best method for sharing the information to the organization members.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

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. The director will be limited to a 3-year maximum term in this position. 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

- 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 the 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.
- If a 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.
- A 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.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.

Website Director

(Appointed Position)

OVERVIEW

This position is appointed by the President and approved by the Executive Officers. The term is one year, with a maximum term of three consecutive years in the role. The Website Director is responsible for maintaining and updating the Hearts of Miromar (HOM) website to ensure it is accurate, secure, functional, and provides members with timely access to club information. With Executive Board approval the Communications Director and Website Director responsibilities may be under one Director, provided the skills and bandwidth allow them to effectively perform the duties of each role.

SKILLS AND QUALIFICATIONS

1. Working knowledge of email and word processing programs.
2. Working knowledge of Excel for membership directory updates.
3. Ability to work with PDF documents and upload various file types (photos, flyers, etc.)
4. Willingness to learn and use WordPress.
5. **STRONGLY PREFERRED:** Understanding of website concepts and design, basic HTML, online form development, and website maintenance best practices (including security updates and backups).
6. Strong attention to detail, organizational skills, and ability to meet deadlines.
7. Commitment to maintaining consistent branding and visual synergy between the website and club communications (newsletter and emails).

OUTLINE OF DUTIES

- Maintain and regularly update the HOM website with current club information, including Officers, Membership, Events/Activities, News, Gallery, Charities and other relevant sections.
- Manage website content updates, including formatting materials from Constant Contact or other sources, posting events with photos/flyers and refreshing the Home page banner and event calendar.
- Update annual pages such as Officers, Committees, and other time-sensitive content
- Maintain the Member Directory in web-ready format (provided by the Membership Director).
- Manage member website access: create logins for new members and remove access for former members.
- Oversee important documents, resources, links, and forms on the website, ensuring everything is current and functional.
- Perform website security updates, backups, and basic technical maintenance (or coordinate these tasks with a web vendor if one is engaged).
- Maintain a secure current record of all usernames, passwords, and administrative access credentials for digital assets i.e. Zoom, HOM Gmail, Constant Contact and Website in collaboration with the President and Secretary. Director.
- In consultation with the President and Secretary, authorize and manage user access to the organization's digital communication platforms to support each user's assigned responsibilities.
- Coordinate with the Membership & Reservations Director to ensure proper integration of membership applications, event reservations, and PayPal functionality.
- Serve as an authorized user for Constant Contact, Gmail, Zoom and PayPal as needed for website support.
- Attend all Board meetings and provide a Website report with current updates. If unable to attend, submit the report to the President in advance.

- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.
- Works directly on technical maintenance or coordinates with a web vendor when applicable.
- Collaborates closely with the Communications Director to ensure consistent messaging and branding across website and email platforms.
- Coordinates with the Membership Director and even chairs for timely content.
- Maintains regular communication with the President and Executive Officers.
- The incumbent is expected to be familiar with the Hearts of Miromar By-Laws and Guidelines. Understanding these documents helps provide clarity regarding responsibilities of the position and supports informed decision-making.