

**JLGEC Committees**

**President**

The President shall preside at all meetings of the League, the Board of Directors, and Executive Committee. She shall be an ex-officio member of all Committees. She shall not participate as a voting member in the nominating proceedings. She shall represent the League at all community functions. The immediate past President shall act as an advisor to the President.

**President Elect**

The President Elect shall assume all the duties of the President in her absence. She shall serve as the League Parliamentarian. She shall not participate as a voting member in the nominating proceedings. She shall be responsible for developing and/or maintain the Strategic Plan. She shall represent the President at community functions in the President’s absence. See Policies for further clarification regarding duties in parliamentarian.

**Secretary**

The Secretary shall take the minutes of the meetings of the League, the Board of Directors, and the Executive Committee. The Secretary shall conduct all correspondence She shall edit and publish the membership directory, and receive all applications for change in membership, for leaves of absence and attendance waivers. She shall take attendance at all meetings and shall keep a list of all members. She shall be in charge of the Scholarship process.

**Treasurer**

The Treasurer shall receive and acknowledge all money, dues and assessment, keep an account of all receipts and expenditures, and report thereon monthly to the Board of Directors and Membership. She shall pay all bills and preserve all receipts. The Treasurer, with the assistance of the Finance Committee shall annually prepare a League budget and financial forecast. Specific items of concern shall be referred to the Board of Directors and/or membership with pertinent figures and background.

**Assistant Treasurer**

The Assistant Treasurer will train under the Treasurer for the current fiscal year. Assistant Treasurer will assume the role of Treasurer the following fiscal year.

**Finance Committee**

* The Finance Committee consists of the Treasurer, Assistant Treasurer, and one active member to assist with the League’s finances.

**Fundraising Committee (1 Chair)**

* Plan fundraisers including the Touch-A-Truck event.
* Send out sponsorship letter for donations as needed

**PR/Marketing/DIAD Committees (1 Chair)**

* Maintain JLGEC website and social media.
* Publish and distribute the Broadcast.
* Advertise events and initiative as needed (radio, flyers, etc.)
* Order JLGEC branded apparel and other branded items.
* Communicate DIADs with members and sustainers.

**New Member Committee (1 Chair)**

* Recruit and train candidates for membership.
* Plan 1-2 new member events.
* Provide new member training and guidance.
* Assist new members with selecting and completing a New Member Project.
* Present new members to the board for admission to active membership.

**Member Outreach/Nominating Placement (1 Chair)**

* Plan Holiday Party and Annual Dinner
* Plan optional “fun events”
* Work with sustainer rep to assist with sustainer events as scheduled.
* Plan General Membership Meeting locations (if necessary)
* Award outstanding members as needed (Golden Whistle Award)
* Prepare slate of board members and committee members for upcoming year. The final slate to be presented before Vote Night.
* Recognition of incoming/outgoing board members at Annual Dinner.

**Sustainer Rep**

* Communicate with sustainers and bring up any sustainer concerns or updates to the board.
* Work with member outreach committee to plan sustainer events as scheduled.

The Executive Board consists of the President, President Elect, Secretary, Treasurer, and Assistant Treasurer.

The Board consists of the Chairs of each committee.

The Executive Board and Board will meet monthly separate from the General Membership.