

NEW NEIGHBORS LEAGUE

Job Description

TITLE: SCRAPBOOK CHAIRPERSON

Updated: Nov. 2011

DUTIES:

To provide the President with a scrapbook of her six-month term.

SUPPLIES:

Digital camera (yours or borrowed, use photos from website as well)

Purchase (via club) an expandable scrapbook (12" x 12", preferred)

Use some means of collecting and saving photos and mementoes for each event.

Carry this with you. It can be carried conveniently and keeps materials flat.

ASSISTANCE RECEIVED:

President, Scrapbook Assistant, if one is appointed, Advisor

ASSISTANCE GIVEN:

Scrapbook Assistant (if available)

FUNCTIONAL PERFORMANCE:

A. BOARD RESPONSIBILITIES

1. Attend all Presidents meetings, all NNL Board meetings, Coffees, and monthly luncheons. (Notify your Advisor if you are unable to attend these events, and try to find someone to take photos for you for that day.)
2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the coffee committee can find an "alternate provider or purchase food items for the coffee. Otherwise, you will be billed \$10 per dish.)
3. Donate one (1) door prize with a suggested value of \$20 each for one of the luncheons.
4. Update job description using standard format attached at end of six month term. Make one copy and highlight any changes.

5. At the end of your term of service, please plan to meet with your replacement to review the job descriptions. Please plan to mentor that person through their first month on the job.

B. DUTIES

1. It is essential that there be a good line of communication between the Scrapbook Chairperson and the President. Take as many pictures as possible of the President doing various functions. It is helpful to know Presidents likes and dislikes when preparing the scrapbook.
2. Try to include each of the Board Members, Area Manager*, Area Representative (when applicable), Advisors, each New Neighbor of the Month, and the guest speaker at the luncheons in your photography. Group photos will cut down on costs.
3. Save mementos from luncheons and socials such as flowers, advertisements, etc. which make nice nostalgia for the scrapbook. Check with the current president for preferences.
4. Compile a scrapbook (a decorated cover is optional w/in budget restrictions) which consists of all the pictures and mementos that have been collected.

The compilation of the scrapbook can be as creative an effort as time and energy permit. For example, the album may be covered with material and each page decorated with stickers. It may have a painted cover or be organized around a theme of special interest to the President. Or it may simply be a compendium of photos and mementos. In this digital age, another alternative may be a digital scrapbook that can be uploaded to a website and completed all at one time. If this option is used, then the Scrapbook budget will not be used until the next term, when the book is completed.

5. Present a scrapbook to the President at the NNL Installation Luncheon at the end of her term, or at the luncheon in the following month, so that the last month of service can be included in the scrapbook. Again, if a digital book is created, it may take a little longer to present the book.

6. All photos not used in the President's scrapbook should be saved. If extra photos are printed but not used, they should be shared with the club. Bring them to a coffee and/or luncheon, and allow members to take them home or use them as they wish.

ORGANIZATION

Using your method of choice to organize each activity and function will help enormously when working on the scrapbook. It should be noted that the Sanddollar and the website will be extremely helpful in compiling the scrapbook. Use the notes on the minutes and references to new members to name people in the photos.

1. The first pages of the album should consist of info about NNL; the purpose, history, thought, motto, flower, colors, and sister clubs. Each Sanddollar publication contains this info. It may be used or not, according to President's preferences.
2. Follow with the NNL Board; pictures of each, title and name.
3. The rest of the album may be divided by months with each month containing a copy of the President's Letter from the Sanddollar.
4. Each month can then be described with pictures of each Coffee, Luncheon, the Rose of the month, Meet and Mingle, Fun and Friendship award recipient, and the 50/50 winner, etc.
5. Special sections which can be independent of the monthly sections are pictures of the President enjoying the various activities in which she belongs, New Neighbor of the Year Luncheon and each candidate, messages to the President, the term's Social and the NNL Board In Board/Out Board meeting.

CHECKLIST OF PHOTO OPPORTUNITIES

This is a sequential list of all the photos that need to be taken during the term. The terms run from May to October and from November to April.

1. NNL Board (In Board/Our Board meeting)
 - a. the ceremony
 - b. the inductions
 - c. group photos of board members

2. Picture of luncheon establishments
3. At Coffees:
 - a. NNL sign posted in front of each house
 - b. picture of President and the hostess
 - c. picture of guests
 - d. pictures of some of the Coffee Committee
 - e. pictures of any special event or announcement
4. At Luncheons:
 - a. take pictures of Board members that you missed at the Board meeting
 - b. each guest speaker and the President
 - c. each "Rose" of the Month and the President
 - d. any special event or announcement
5. At the President's Meeting with her Board
6. The President at all of her activities. You may want to ask the Chairpersons of any activity the President belongs to, to take pictures for you (we can't require it).
7. At a regular Board Meeting
8. Any special meeting involving the President. You may want to inquire about any special interests that the President may have. This information could be helpful in compiling and/or developing a theme for the scrapbook.

C. Budget

New Neighbors League is a not-for-profit organization; we are not **tax**-exempt.

1. Receive budget from Treasurer after first Board meeting.
 - No purchases are allowed before you receive your budget from the Treasurer.
 - Each proposed expenditure in excess of \$50 requires Board approval.
 - Purchases of any item not included in your supply list or in your budget need Board approval prior to Purchase.

2. Keep all receipts and forwards them to the Treasurer for reimbursements in a timely fashion.
3. Complete a check request form and submit it with your receipts. This form is received from the treasurer.
4. Try to keep under budget by using coupons when printing pictures.

D. Organizational Relationships

1. Area Manager*/ President
Direct all questions for resolution
2. Scrapbook Assistant
Receives assistance in picture taking and assembling scrapbook
3. Advisor
Is an ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Provides assistance as necessary.

*Area Manager only applies if club has Area Manager

