

NEW NEIGHBORS LEAGUE

Job Description

TITLE: SUNSHINE CHAIRPERSON

Date: JANUARY, 2012

BASIC DUTIES:

To provide information of general interest submitted by and about NNL members and their families in the club newsletter the Sanddollar.

ASSISTANCE RECEIVED: President, Advisor and Sanddollar Editor.

ASSISTANCE GIVEN: Subscriptions Chairperson and Sandollar Editor.

FUNCTIONAL PERFORMANCE:

A. Sunshine Responsibilities

- 1. Attend each luncheon and before members are seated place a blank Sunshine sheet with your name and e-mail address at each table for members to fill out. After luncheon collect all sheets and type members' information and information sent directly to you via e-mail into a Word processing document for submission to the Sanddollar Editor. Current Sanddollar Column submissions should be e-mailed to the Sanddollar Editor NO LATER than Saturday noon following the luncheon.**

Notes: You are submitting the Sunshine Column that will be published in the following month's Sanddollar.

Prior to the Monthly Luncheons, remind the President to make an announcement at the monthly luncheons to remind NNL members to write something on the Sunshine Column sheets on the table.

- 2. When writing the Sunshine column, please make every effort to maintain the integrity of the column. "Inside Jokes" are inappropriate and should not be included in the column.**
- 3. It is club policy to refrain from promoting Girl Scout Cookie sales, Boy Scouts, Camp Fire and the like; someone's daughter/son would always be left out and then feelings get hurt,**

or the omissions result in friction.

4. After the last Sunshine entry, include the following statement:

<Insert your name as Sunshine Chairperson,> while the author/writer of this Sunshine Column has made every effort to provide accurate information provided to her, she is not responsible for errors, misspellings or slight changes made to the commentaries. She encourages sending your news via e-mail to (insert e-mail address) by the Saturday following the luncheon. Thank You!

Note: Examples of articles will be in Sunshine notebook.

B. Board Responsibilities

1. Attend all NNL Board Meetings, workshops, coffees, and monthly luncheons. (Notify your Advisor if you are unable to attend, and have your assistant fill in for you.)
2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you should send your dish with someone, find an alternate replacement, or pay \$10.00 per dish to the coffee committee so they can purchase food items for the coffee. Otherwise, you will be billed \$10.00 per dish).
3. Donate one (1) door prize with a suggested value of \$20.00 each for one (1) of the luncheons.
4. Update your job description using standard format attached at the end of the six-month term.
5. At the end of your term of service, please plan to meet your replacement at the Inboard/Outboard Workshop to review the job descriptions. Please plan to mentor that person through their first month of the job.

C. Budget

1. Receive budget from Treasurer after first Board Meeting.
 - No purchases are allowed before you receive your budget from the Treasurer.
 - Proposed expenditures in excess of \$50.00 require 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 forward them to the Treasurer for reimbursements in a timely fashion,**
- 3. **Complete a check request form and submit it with your receipts.**

D. Organizational Relationships

1. **President**
 - **Provide information on new members. Direct all questions for resolution.**
2. **Sanddollar Editor**
 - **E-mail a copy of your Sunshine Column to the Sanddollar Editor. REMEMBER: **Deadline is Saturday noon following the luncheon.****
3. **Advisor**
 - **An ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Assists as necessary.**

Updated by Patsy Severin—January, 2012

