

JOB DESCRIPTION

Women Helping Others (WHO)

Job Title:	President
Women Helping Others (WHO)	General Summary Plan, organize, direct and control the general activities of the WHO organization
Job Description	
Role and Responsibilities <ul style="list-style-type: none"> • Preside at all meetings of the membership and the board. • Responsible for the administration of all WHO business. • Recruit Committee Chairs. Plan and conduct orientation meetings as necessary. • Act as the principal liaison between WHO and the Association and between WHO and the Developer, as long as the Developer has a presence in Sun City, Texas. • Schedule room reservations for subsequent year general meetings (January thru November) – Summer. • Scheduler room reservation for December Cookie Exchange. • Arrange table reservation for Quarterly New Resident Orientation Meetings - Attend those quarterly meetings and send email to interested participants. • Arrange table reservation for Annual Charter Club Fair - Attend and send email to interested participants. • Promptly respond to telephone calls & email directed to you as WHO point person. • Make presentations to Charter Club Committee as requested. • Ensure that a mission statement is developed for each Special Interest Group (SIG) and committee, as applicable. • Ensure the financial and administrative integrity of the WHO organization. • Attend annual scheduled meeting with Association Management for the purpose of receiving an update on important Association issues, clarifying questions and concerns, and responding to WHO leadership's comments and questions. The President may appoint another officer to attend these meetings, as applicable. 	

- Prepare an annual report of WHO's past-year accomplishments for presentation at the January Feel Good Meeting for the membership.
- Prepare general meeting agenda and send out to board members.
- Prepare general meeting reminder email and forward to web team for distribution to membership.

Prepare a welcoming email to new members within two weeks of joining.

Maintain WHO Traditions

- January Feel Good Meeting with champagne and strawberries
- Fundraiser for Georgetown Project and Meals On Wheels
- WHO Cookie Drive for the Georgetown Christmas Day Dinner for Meals on Wheels and Caring Place recipients

Qualifications

- Presentation skills - have confidence talking in front of a group
- Leadership skills to provide the overall leadership role of WHO
- Management skills to manage performance and the various tasks of WHO

Preferred Skills

- Knowledge of Microsoft Word or similar word processing software
- Knowledge of Microsoft Excel or similar spreadsheet software
- Written communications skills for preparing email notices
- Facilitation skills to manage Board meetings

Approved By:	Judy Aishman, President	Date:	April 10, 2020
Last Updated By:	Judy Aishman, President	Date - Time:	April 10, 2020