**Director of Membership**: Barbara Kjos

* Greeters and Greeter Chairperson
* **Need a director for the** Sunshine Committee
* New Member Packets: Preparation and Distribution – Contact Opportunities to make copies of packets.
* **Need a director for** the Member Talent Survey and Chairperson – Review and revise the survey as needed.
* Assist WHO President with finding other volunteers for Directors or web team -anything that is not related to the WHO board or Program Committee.
* Report membership numbers at monthly WHO meetings
* Create “getting to know you” activities during the meetings.
* Reports directly to WHO President

**Director of fundraising**: Terry Ross

* Coordinate and assist with WHO fundraising goals for selected non-profits, and oversee the organization, execution, and accomplishment of those goals by WHO members and committees.
* Reserve the venue for the event.
* If tickets sales are involved, the DOF will work with the treasurer and the CA ticket office. The DOF will compose a description of the event (approved by the WHO President) to be submitted online for tickets. Report to the WHO president on totals weekly.
* Communicate with NPO as to how money will be collected at a fundraiser and make sure that they have representatives that will be present at the event to collect.
* Contact any venders associated with a WHO fundraiser to make sure the event details are in place.

**Director of Outreach:** Louise Fry

* Outreach chairman will be a contact person for all the outreach (volunteering) programs for WHO.
* Give information to members about volunteering.
* Collaborate with Program Committee Chair/VP to assist with nonprofit tours.
* Main goal is to find ways for the members to get involved.

**Director of Communication:** Anne Marshall

* Collaborate with the WHO President about publicity for all WHO events, especially third-party fundraisers.
* Collaborate with the Director of Fundraising to get information about events to the CA to post on the Sun City calendar.

Contact all accessible publications (The Sun, The Sun Rays, NRO bulletin) about upcoming WHO events, with the approval of the WHO President.

* **CA Media and Photos & Articles:** I am taking care of these two items since they work hand-in-hand.
* **Facebook:** Produced by the VP but in coordination with the President and VP will inform the Director of Communication, as well as the webmaster.
* **Slide Show:**  This is another important job that has been handled by Tommy Aishman who has done a spectacular job. The historian should be working with the power point manager.
* **Sound System:**  This is a volunteer job for someone who has the knowledge of how to handle the sound system at each meeting.  Fortunately, we have had the wonderful talent of Judy Aishman who stepped up and took over this job. I’m not sure why this is even on this job description.

**The Christmas Day Dinner-** There will be ONE email sent to the membership in November. All the information must be sent to the WHO President and will be sent to the membership via web team email. Therefore, those involved need to submit a write up to the WHO Pres. And web team one week prior to the send out. There will be ONE EMAIL sent to the membership two weeks prior to Christmas about the cooking packing and meal delivery. Committee members will be allowed to give any additional information at the cooking packing. (There were too many emails that had the SAME info in them and maybe one or two items of new info and people were still confused!)

The Bell Ringers- I don’t foresee any changes, this is well organized.

Toy Drive?