

**JLBR**  
**2007-2008 OPTIONS CATALOG**

**Prepared by:**  
**2006-2007 Nominating/Placement Committee**

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### **Our Mission...**

The Junior League of Boca Raton, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

The Junior League of Boca Raton, Inc. reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism.

#### *Improving the Community:*

HOMETOWN HISTORIES  
COMMUNITY SUPPORT FUND  
DONE IN A DAY  
SPIRIT OF GIVING  
IN THE PINES  
KIDS @ HOME  
KIDS IN DISTRESS  
FLORENCE FULLER  
MILAGRO CENTER  
VEGSO COMMUNITY RESOURCE CENTER  
PROJECT DEVELOPMENT  
PUBLIC ISSUES AND ADVOCACY  
CHOCOLATE DECADENCE  
SAVOR THE MOMENT  
FAMILY PORTRAIT DAY  
FUND DEVELOPMENT  
WOMAN VOLUNTEER OF THE YEAR

#### *Promoting Voluntarism:*

INTERNAL PUBLIC RELATIONS  
PUBLIC RELATIONS/MARKETING  
PUBLICATIONS  
SUMMER PUBLICATIONS

#### *Developing the Potential of Women:*

MEMBERSHIP DEVELOPMENT  
MEMBERSHIP SATISFACTION/TRAINING

Dear Junior League Member:

Placement is potentially the most rewarding privilege of Junior League membership, as it offers us the opportunity to give of ourselves while developing our own skills, talents and interests. This brochure is filled with a variety of placement opportunities. We hope you will review it thoroughly before making decisions affecting how you will spend your volunteer time.

Our responsibility, as Placement Advisors, is to help you fulfill your needs while best serving the community and the League.

Sincerely,

**Your 2006-2007 Nominating/Placement Committee**

**Kathleen Potts, *Chair***

**Phoebe Chapman**

**Dayna Coffey**

**Kara Donvito**

**Meg Enright**

**Kim Flittner**

**Leslie Jackson**

**Melinda DeHoff, *Chair Elect***

**Katharine Moss**

**Stacey Hannan Quinn**

**Kirsten Stanley**

**Michele Toomey**

**Candace Vaughn**

**Dorothy MacDiarmid, *Advisor***

**PLACEMENT POLICIES**

1. Placement Committee records attendance at General Membership Meetings.
2. Access to the permanent placement records shall be available through the Placement Chair.
3. Placements may NOT be changed after November 1<sup>st</sup>.
4. Transfers have the option of waiting until the completion of the current fiscal year to be placed.
5. Actives are required to notify the office manager/recording secretary and the Nominating Placement Chair prior to March 1<sup>st</sup> if they intend to go Sustaining/Associate Active or to take a Sabbatical.
6. Placement Advisors shall conduct annual evaluations of member's performances in their placements.
7. Placement contracts shall be signed at the Annual May Meeting.
8. Committee Chairs will receive a list of Committee members at the Annual May meeting when possible.
9. Committees without the minimum number of members placed within 30 days of placement may be dropped.
10. Members turning in their placement requests after April 11<sup>th</sup> will be placed on committees with the greatest staffing needs.

## REQUIREMENTS FOR ACTIVE MEMBERSHIP

The Junior League requirements are those things that must be done beyond financial obligations to remain in good standing.

### I. Membership

Your membership in the League indicates that you wish to develop your potential and to demonstrate your effectiveness as a trained volunteer through service to your community. One of the goals of the Nominating/Placement Committee is to help you plan and carry out your volunteer education and training. A further goal is to plan adequate personnel for League projects and commitments. The following guidelines will ensure that every active member completes her membership obligations in order to remain a member in good standing.

#### A. Meetings

1. Active members are required to attend a minimum of five (5) General Membership Meetings a year- two (2) of these meetings must occur between September and December; three (3) of these meetings must occur between January and May (as stated in the Bylaws).

#### B. Placement

1. All actives must choose and fulfill Community, In-League or Fundraiser placement.
2. All actives shall help with League sponsored events (see Placement Policies).
3. All actives are required to fulfill all obligations to fundraising projects as ratified by the membership (as stated in Standing Rules).
4. All actives are required to fulfill obligations for 4 hours of DIAD per league year.
5. Members serving in Board of Directors position and Committee Chairs will receive a 4 hour credit that can be used for DIAD or Fundraiser shift requirement.

### II. Absences

#### A. Leave of Absence

Nominating/Placement Committee will consider requests for leaves and make recommendations to the Board. The Nominating/Placement Advisor will inform her advisee two (2) weeks before her leave will expire. There are two types of leaves:

##### 1. Sabbatical Leave

Sabbatical leave may be granted for up to one year in a single administrative year. Requests for a sabbatical leave must be submitted to the Vice President of Personnel and to the Nominating/Placement Chair with an explanation by March 1<sup>st</sup>. Sabbatical leaves shall only be granted to those members who have fulfilled five (5) consecutive years of membership.

Status of members on sabbatical:

- (A) Responsible for contacting chairs of all committees affected by leave.
- (B) Excused from placement duties
- (C) Excused from all meetings

- (D) Responsible for dues
- (E) Responsible for attending annual placement interview

2. TES (Temporarily excused from service)

TES is a six month maximum leave from placement obligations and membership requirements for maternity, bereavement, medical or personal reasons granted by the Nominating/Placement Committee. A member must submit a written request to her Placement Advisor, which will then be reviewed by the Nominating/Placement Committee for approval.

Status of members on TES:

- (A) Responsible for contacting chairs of all committees affected by leave
- (B) Excused from placement duties
- (C) Must attend three (3) General Membership Meetings during that JLBR year.
- (D) Responsible for dues and all other financial obligations
- (E) Responsible for attending annual placement interview
- (F) Must complete one (1) 4-hour DIAD or Fundraiser Shift.

B. Associate Active Status

Associate Active Status is open to any League member who has been active for at least five (5) years.

Requirements:

1. Serve as a committee member
2. Fulfill your Active Member financial commitment
3. Perform one shift of a JLBR fund raiser or Done In A Day (DIAD)

OR

1. Act as an advisor to a committee (Requires Nominating/Placement approval).
2. Fulfill your Active Member financial commitment
3. Perform one shift of a JLBR fund raiser or Done In A Day (DIAD).

**FUNDRAISER REQUIREMENT OPTIONS 2007-2008**

- Purchase four (4) cookbooks that equal a minimum of \$100.
- Underwrite \$100.00 to Woman Volunteer of the Year or Chocolate Decadence.
- Submit an “in-kind” silent auction item or a raffle basket item with a minimum value of \$250.00 to Woman Volunteer of the Year, Chocolate Decadence or E-Bay (approval required by Fund Development Committee).
- Host a cottage meeting in your home.
- Secure *The Bridge* advertising equal to \$250 or more.

**BOARD OF DIRECTORS**  
**2007-2008**

President:

Kristin Calder

VP/Finance/Fundraising:

Jennifer DeWolff

President-Elect:

Kristen Ross

Fund Development:

Christina Towery

VP Communications:

Maggie Dickenson

Nominating/Placement:

Melinda DeHoff

VP Community Affairs:

Samantha Vassallo

Project Development:

Nancy Dockerty

VP Personnel:

Kathleen Potts

Public Relations/Marketing:

Stacey Hannan Quinn

Sustaining Advisor:

Lisa Bariso

Recording Secretary:

Wanda Harrold

## COUNCIL SYSTEM

### **Personnel Council**

VP Personnel, Chair  
Internal PR Chair  
Membership Development Chair  
Nominating Placement Chair  
Sustaining Advisor  
Membership Satisfaction & Training Chair

### **Communications Council**

VP Communications, Chair  
PR/Marketing Chair  
Publications Chair  
Summer Publications Chair  
Recording Secretary

### **Community Council**

VP Community, Chair  
Project Development Chair  
Community Support Fund Chair  
Public Issues & Advocacy Chair  
Hometown Histories Chair  
VCRC Chair  
Kids @ Home Chair

In the Pines Chair  
Done In A Day Chair  
Kids in Distress Chair  
Spirit of Giving Chair  
Florence Fuller Chair  
Milagro Center Chair

### **Finance Council**

VP Finance, Chair  
President  
President-Elect  
Endowment Fund Chair  
Fund Development Chair  
WVOY Chair, Assistant Chairs  
Savor the Moment Chair  
Family Portrait Day Chair  
Chocolate Decadence Chair

### **Other**

Legal Advisors  
By-Laws Research  
Presidential Assistants

## **HOMETOWN HISTORIES** (*Improving the Community*)

*“An interactive curriculum on Boca Raton History”*

### **PURPOSE:**

- Provide a classroom presentation to 4<sup>th</sup> graders in the Boca Raton community on topics related to art, culture, and the history of Boca Raton.
- Enhance teachers’ resources in conveying the history of Boca Raton as part of the Florida history curriculum.
- Partner with the Boca Raton Museum of Art and the Boca Raton Historical Society to supervise and coordinate an innovative and exciting educational outreach program.
- Provide trained volunteers to deliver or “perform” the interactive program.
- Secure pilot schools to test success of project.
- Evaluate pilot program and change program as needed.
- Prepare for full implementation in the 2007-2008 school year, Secure schools for participation

### **JOB DESCRIPTION:**

Chair: Oversees the development of the curriculum and all operational aspects of the project including budgets, release of funds, pilot schools and allocation of JLBR resources. Supervises all research, information, and resources for writing and presenting the curriculum. Attends all Community Council and Governance Council meetings. Acts as a liaison between the community partners.

Chair-Elect: Assists the Chair with program implementation. Fills in for the Chair at meetings. Attends Governance Council Meetings. Acts as a liaison between the community partners.

Committee Member/Presenter: Will be trained on presenting program to participating 4<sup>th</sup> grades classrooms, will go into schools and present program to students, each presentation is 3 hours

**SKILLS REQUIRED:** Creativity, enthusiasm, willingness to teach program to classroom of 4<sup>th</sup> grade students

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 6-8 classroom presenters

**TIME REQUIRED:** Attend committee meetings monthly (or more if necessary). Attend meeting with the liaison for the museum and the historical society (when necessary). Provide classroom presentations to volunteer teachers during the school day

**MEETING TIME:** Evening committee meetings; Presentations in participating classrooms during the school day

### **LEAGUE CONTACT:**

Toni Gianfortuno (561-347-9977)

**COMMUNITY SUPPORT FUND** (*Improving the Community*)

*“Work independently to review & present grant requests”*

**PURPOSE:**

Handles grant applications for the Community Support Fund (CSF).

**JOB DESCRIPTION:**

The Community Support Fund receives up to 15% of the net profit of the previous year's fundraiser projects.

Update the CSF application and cover letter. Research the appropriate community organizations for CSF money. Mail and follow-up on applications. Meet monthly to discuss and vote on CSF applications. Take vote of CSF grants to the Board and/or general membership.

Field phone calls that come to the JLBR regarding CSF grants from local tax exempt agencies that meet the criteria itemized in our by-laws.

Solicit leads from the general membership and report on grants to the membership through articles in *The Bridge*. Follow-up with grant recipients to keep membership informed of the outcome of our financial contributions.

**SKILLS REQUIRED:**

Organizational and letter writing skills.

**VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect

**TIME REQUIRED:**

Flexible schedule according to need. Attends Community Council, Board Meetings (when vote needed) and Governance Council Meetings. Runs CSF meetings.

**LEAGUE CONTACT:**

Jan Kucera (561-276-1501)

**DONE IN A DAY (DIAD)** (*Improving the Community*)

*“Variety and hands-on experience in the community”*

**PURPOSE:**

- DIAD events are short-term, low cost and mobilize large numbers of volunteers to serve the JLBR community.
- DIAD events offer community visibility and personal satisfaction for volunteers.
- JLBR members are required to complete one four-hour DIAD shift and one two-hour shift, which can be a DIAD or Fundraiser annually.

**JOB DESCRIPTION:**

Chair: Administers and coordinates activities for forty (40) DIAD events. These activities include researching, organizing, developing, gaining approval, staffing, scheduling, and implementing DIAD programs. Attends all Community Council and Governance Council Meetings.

Chair-Elect: Assists the Chair with administration and helps to coordinate DIAD programs. Fills in for the Chair at meetings. Attends Governance Council Meetings.

Secretary: Takes and distributes minutes. Additionally supervises and staffs DIAD events.

Web Coordinator: Works with the JLBR Webmaster to update DIAD event information on the JLBR web page. Maintains lists of active and new JLBR members to track sign up and completion of DIAD requirement and reports completed shifts to Office Manager. Also supervises and staffs DIAD events.

Committee Members: Participate in selection, planning, and staffing of events. Help supervise and staff 3 to 4 events. Evaluate effectiveness and success of events.

**SKILLS REQUIRED:**

Planning, organizational and evaluation skills, plus a good knowledge of JLBR community projects.

**SPECIAL NOTE:**

Good placement for transfers.

**VOLUNTEER POSITIONS:**

1 Chair, 1-2 Chair-Elects, 15-20 Committee Members

**TIME REQUIRED:**

Monthly meetings June through May plus DIAD events.

**SUGGESTED MEETING TIME:**

Night

**LEAGUE CONTACT:** Laura McMullen (561-218-0834) & Lisa Miller (561-417-4349)

**SPIRIT OF GIVING (SOG)** (*Improving the Community*)

*“Variety and hands-on experience in the community”*

**PURPOSE:**

- The SOG Committee serves as the liaison between the Junior League and the local charities participating in the SOG program.
- The SOG Committee helps coordinate the annual SOG toy drive and facilitates other giving opportunities for the League through the SOG organization.

**JOB DESCRIPTION:**

Chair: Defines and documents the role of the JLBR within the SOG organization. Serves as the main point of contact between the SOG and the JLBR. Develops and oversees the plan for the annual SOG toy drive. Identifies additional opportunities for the JLBR to work with the SOG and its members. Attends all SOG and Community Council Meetings.

Committee Member: Oversees JLBR’s participation in the annual SOG toy drive by producing ornaments, securing ornaments for the League, and delivering gifts to the SOG charities. Facilitates other SOG activities related to the League as they arise. Attends all SOG and Community Council Meetings. Fills in for the Chair when needed.

**TIME REQUIRED:**

Monthly SOG meetings June through May plus toy drive events.

**SKILLS REQUIRED:**

Planning, organizational and evaluation skills, plus a good knowledge of JLBR community projects.

**VOLUNTEER POSITIONS:**

1 Chair, 1 Committee Member

**SUGGESTED MEETING TIME:**

Daytime for SOG meetings

**LEAGUE CONTACT:**

Susan Davis (561-330-6536) & Tracey DeFrances (561-276-5245)

## **IN THE PINES** (*Improving the Community*)

*“Provide encouragement and support for migrant farm worker children and their families”*

### **PURPOSE:**

- The primary goal of the In The Pines Committee is to better the lives and communities of the migrant farm worker families living on the premises of In The Pines North and South in western Delray Beach.
- Complete the community development effort at In The Pines South (spearheaded and financially supported in part by the JLBR) at the recently renovated site. Such activities may include interior decorating, securing donations for new playground equipment, and assisting the expansion of the Children’s Homework Help Program (expanding the room, providing additional programs for after-school enrichment, etc.).
- Assist the In The Pines Board of Directors in planning and implementing the renovations to In The Pines North. Continue to seek out new avenues in grant writing and fundraising to support refurbishment/renovation for In The Pines North. Assist the In The Pines Board of Directors in the launch of their adult-education program.
- Provide programs to increase the well-being and satisfaction of the residents, focusing primarily on the children in order to give them an equal start in S. Florida’s communities. Such programs/events may include but are not limited to back-to-school backpacks (provided for 100 children), Sports Days, wish list fulfillment, holiday festivities, and exploring educational community opportunities.
- Increase community awareness of In The Pines, both North and South.

### **JOB DESCRIPTION:**

Chair: Coordinates all committee member efforts and serves as liaison between JLBR and In The Pines (ITP). Attends ITP board meetings. Attends all Community Council and Governance Council Meetings.

Chair-Elect: Supplements efforts of Co-Chairs. Attends Governance Council Meetings.

Recording Secretary: Takes minutes and handles correspondence.

Treasurer: Keep running total of budget and expenses including money from grants. Handles expense vouchers and reimbursements.

Committee Members: Coordinate and oversee duties for special events throughout the year, write articles for *The Bridge* and attend monthly meetings.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 10-12 Committee Members

**TIME REQUIRED:** Flexible time assignments. Most on-site activities at In The Pines occur on weekends.

**SUGGESTED MEETING TIME:** Night

**LEAGUE CONTACT:** Kristen Mack (561-477-8649) & Fabiola Hooker (561-367-9717)

**KIDS @ HOME** (*Improving the Community*)

*“Dedicated to strengthening the child welfare community in the 21<sup>st</sup> century”*

**PURPOSE:**

Assist young adults as they transition from foster care to independent living so they may avoid homelessness, joblessness, incarceration, and educational deficits.

**JOB DESCRIPTION:**

Design and execute life skill seminars and community service projects for the teens in the program. The committee members will work to collect donations for the Apartment Starter Kits and continue to work with a local moving company to transport furniture to the teen’s first apartments. Chairs attend Community and Governance Council Meetings.

**VOLUNTEER POSITIONS:**

2 Chairs, 2 Committee Members

**SUGGESTED MEETING TIMES:**

1 Evening per month

**LEAGUE CONTACT:**

Cynthia Muench (561-289-6118)

Michelle Reider (561-997-7537)

**KIDS IN DISTRESS** (*Improving the Community*)

*“Create healthy, enriching, permanent solutions for children whose families have failed them”*

**PURPOSE:** Nationally accredited agency, originally founded in Fort Lauderdale in 1979 with the assistance of the Junior League of Fort Lauderdale, dedicated to the prevention of child abuse, the preservation of the family and the care and treatment of abused and neglected children. Now expanding into Palm Beach, they are the leading force in the treatment of abused children and the recruiting, training and development of Foster Families.

**JOB DESCRIPTION:**

Assist the organization by providing volunteer support during monthly Foster Parent Trainings for childcare sessions, providing structured activities that assist with creating a socialization experience. This will require a background screening and will be a hands-on event with children in Foster Care between the ages of newborn – 12 years old.

The committee will also organize events for foster families that will deliver a socialization experience and provide “tradition-building opportunities” centered around holidays such as Halloween, Thanksgiving, Christmas, Valentine’s Day, Mother’s Day and Father’s Day.

Assisting the organization in an outreach marketing program to encourage more people to enroll in the program to become foster parents in Palm Beach County.

A smaller subcommittee task force will be created to design a plan for a community push to educate legislators on the importance of prevention, including the creation of collateral material, and the possibility of conducting a tri-league symposium working with JL Fort Lauderdale and Palm Beaches, which would include success stories of businessmen/women, celebrities and athletes that grew up in Foster Families.

Chair to attend Community and Governance Council Meetings.

**VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect & 10 Committee Members

**SUGGESTED MEETING TIMES:**

1 evening per month

**LEAGUE CONTACT:**

Kellie Mejia (561-272-4461) & Jamie Wicker Sauer (561-620-4993)

**FLORENCE FULLER** (*Improving the Community*)

**PURPOSE:**

A child development center committed to providing quality childcare to serve economically disadvantaged families. The Center is dedicated to serving children and families from low-income households, so that the children can start their education on par with those from more economic advantages. The children receiving services are ethnically diverse from families with an average annual household income of \$18,000.

**JOB DESCRIPTION:**

- Adopt the West Campus Infant Nursery - the facility is in need of paint and repairs, both inside and out and possibly some minor renovations to the entry-way of the building. A playground is also needed for the backyard of the nursery. Sponsoring holiday events and supporting the children and their families at special times of the year - Thanksgiving, Christmas, etc. They would also like to have volunteers interact with the infants (ages one month to two years).
- The East campus library is in need of assistance in reorganizing the books and possibly sprucing up the library. Volunteers are also needed to read to the children.

**VOLUNTEER POSITIONS:**

2 Chairs, 1 Chair-Elect, 8 - Committee Members

**TIME REQUIRED:**

Flexible time assignments

**SUGGESTED MEETING TIME:**

Evenings with some daytime opportunities to Volunteer

**LEAGUE CONTACT:**

Kathy Adkins (561-852-1727) & Emily McMullin (561-271-7633)

**MILAGRO CENTER** (*Improving the Community*)

**PURPOSE:**

The Milagro Center is a unique arts integrated, educational and cultural facility, which provides care for low-income children from first to fifth grades. The Center provides homework help, a mentoring program, as well as, a range of skills such as art, gardening, music, sign language and reading. The Center operates an after school program and summer camp.

**COMMITTEE'S ROLE:**

To design and build a playground, secure the equipment, make arrangements for installation and landscaping. Upon completion we will hold a ribbon cutting ceremony.

**SKILLS REQUIRED:**

Ability to have fun!

**VOLUNTEER POSITIONS:**

1 chair, 12 committee members

**TIME REQUIRED:**

Flexible

**MEETING TIMES:**

Meetings will be held in the evenings. Flexible schedules are good because there will be work to be done during the day.

**LEAGUE CONTACT:**

Linda Gunn (561-271-6115)

**VEGSO COMMUNITY RESOURCE CENTER** (*Improving the Community*)

*“JLBR’s signature project”*

**PURPOSE:**

- To serve as a resource center for South Palm Beach County and North Broward County non-profit organizations enabling them to research funding opportunities without losing valuable staff time to travel.
- The Center’s Resource Library houses the national Foundation Center’s Cooperative Collection and additional materials. The Vegso Community Resource Center Library will be open to the public 25 hours per week. Training sessions on the proper use of the library materials will be offered at least once per month.
- The Nonprofit Resource Institute, Donors Forum and the Center for Nonprofit Excellence will be among those groups who partner with the Junior League to offer trainings relevant to the operation of non-profit organizations.

**JOB DESCRIPTION:**

The committee will: 1) Act as a liaison with the Nonprofit Resource Institute and the Donor’s Forum third partner to coordinate training workshops. 2) Monitor the policies regarding the facility and suggest any changes to make the library and training rooms run smoothly and assist the Office Manager. Review scheduling procedures for the facility. 3) Research additional educational opportunities to be offered at the facility (Lynn University, FAU, Rollins College, Nonprofit Institute in Broward County, etc.) 4) Work with the PR committee to send out press releases.

Chair: Administers and coordinates all activities for VCRC. Attends all Community Council and Governance Council Meetings.

Chair-Elect: Assists the Chair with administration and coordination of all programs. Fills in for the Chair at meetings. Attends Governance Council Meetings.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 8-10 Members

**TIME REQUIRED:**

Monthly meetings June through May plus VCRC events.

**SUGGESTED MEETING TIMES:** Primarily daytime but some evening meetings

**LEAGUE CONTACT:**

Kirsten Stanley (561-702-7351)

## **HOUSE MANAGEMENT**

The primary responsibility of the House Management Committee is to oversee the smooth operation of the Vegso Community Resource Center. This committee is charged with the following:

1. Work with the Finance Council to determine the budget needed to keep the center running smoothly. The budget should include the on-going operating costs for electric, water, phones, lawn care, security system, exterminator, cleaning help, handy man services, kitchen supplies, copier maintenance, computer maintenance, virus protection for the computers, and any other operating cost that may be needed in the future. Advise the Finance Council of increased costs or additional needs.
2. Communicate with the Endowment Committee by providing them with a request for funds to be used for “big items” required for the following year. This request should be made in January for disbursement in June.
3. Make regular visits to the VCRC (at least once per week) in order to assess the condition of the building. This would include establishing schedules and monitoring the work of the cleaning personnel, exterminator, lawn services, handyman, and any other needed building maintenance services. Regular communication between the House Manager and the Office Manager will help to facilitate this activity.
4. Schedule cleaning and handyman services prior to and after special events held in the building. Committees who use the VCRC on a regular basis should be advised by the House Manager at the start of the League year to include in their event planning procedures a requirement that they notify the House Manager when their event is put on the calendar. The desired room set up and equipment needs should be determined at that time. Event scheduling at the VCRC is the responsibility of the Office Manager; however the House Manager should communicate regularly with the Office Manager to maintain smooth operations and timely scheduling of services.
5. Oversee the installation of files in the archive room, set up the Past Chair’s notebooks in the archives, sequester committee storage to certain areas, organize and maintain the storage areas, keep the kitchen clean, organize and plan regular “clean-up” days through DIAD, and update the décor of the facility on a regular basis to keep it up to JLBR standards.
6. Communicate with the Governance Council regarding the use of the facility and any needed changes in the building. Communicating with the Governance Council should begin as soon as new leadership assumes positions each year and should continue throughout the year to prevent problems from occurring. Review the building use rules regularly and follow up with appropriate personnel in cases where problems are encountered.

**PROJECT DEVELOPMENT** (*Improving the Community*)

*“Develop new community projects”*

PURPOSE: Research and develop new community projects for the JLBR.

**JOB DESCRIPTION:**

Research new community projects possibilities and develop into viable projects to be presented to the membership for approval. The committee can run roundtable discussions with community leaders to find unmet community needs. Offer a Straw Ballot in January to determine membership interest in the proposed projects.

Chair: Prepares contracts for current community projects for Executive Directors to sign and review their needs/expectations of JLBR and its volunteers as they relate to each community project. Arranges for all JLBR’s “Call for Projects’ to be printed in *The Bridge* as well as local newspapers. Collects the project proposals and reviews them for compliance with the JLBR’s focus areas. Discusses with Community Council the slate of projects, new and existing, which should be included in the next year’s budget. Compiles a Straw Ballot and presents draft to Board for approval prior to the vote by the General Membership. Based on the results, distributes project proposals to committee members to develop into projects for presentation to the Board and General Membership in February with a final vote in March. Chair attends Community Council, Governance Council, Planning Council and Board of Directors meetings.

Chair-Elect: Assists the Chair with all duties as needed and keeps the committee meetings minutes. Attends Governance Council Meetings.

**SKILLS ACQUIRED:**

Researching projects, running meetings with external constituents, and gaining valuable community knowledge.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 2 Members

**TIME REQUIRED:** Monthly meetings- September through May - plus independent research.

**SUGGESTED MEETING TIME:**

Day or night.

**LEAGUE CONTACT:**

Nancy Dockerty (561-330-0876)

Mary-Glynn Toomey (561-279-2395)

**PUBLIC ISSUES & ADVOCACY** (*Improving the Community*)

*“Advocate for important League Issues”*

**PURPOSE:**

- Issue oriented committee that advocates for community needs, League interests and State Public Affairs Committee (SPAC) focus areas.
- Improve the JLBR’s ability to oversee League attention to and involvement in our focus areas and to pursue ideas for future project development.

**JOB DESCRIPTION:**

- 1) **Attend at least ONE (1) SPAC Conference** (day long seminars in June & August, weekend long conference in October throughout various locations in FL, February/March in Tallahassee)
- 2) **Learn about issues that effect women, children and families in our state.** Read the papers and SPAC emails; communicate with assigned elected officials.
- 3) **Meet with assigned elected officials** at least once before August SPAC conference. Get on their email and mailing lists. Know what issues they are supporting and how we can help each other.
- 4) **Communicate our work with the JLBR.** Write brief synopsis of conferences attended, appointments with elected officials or on any major issue SPAC is supporting for Bridge. Give membership opportunities to participate in letter writing campaigns for pending legislation. Promote Voter Registration and voting within the membership. Host Community Reception with Project Development inviting local politicians and Executive Directors of community projects.

**SKILLS ACQUIRED:** Political awareness, advocacy skills, lobbying techniques, planning strategy, and planning implementation, research and writing skills.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 2 Members for local and state advocacy efforts.

**TIME REQUIRED: TWO YEAR COMMITMENT.**

One meeting per month plus independent time required to complete committee assignments. Phone calls and some research may require daytime hours. Committee members attempt to attend as many SPAC conferences as possible. All chairs sit on the State Public Affairs Committee, as well as attend Community council monthly meetings. Chair and Chair-Elect attend Governance Council Meetings three times a year.

**SUGGESTED MEETING TIME:** To be determined

**LEAGUE CONTACT:**

Kellie Mejia (561-272-4461) & Jamie Wicker Sauer (561-620-4993)

## **MEMBERSHIP DEVELOPMENT** (*Developing the Potential of Women*)

*“Educating & mentoring prospective new members”*

### **PURPOSE:**

- Encourage the proposal of qualified candidates for membership in the JLBR.
- Train and educate new members in preparation for active status.

### **JOB DESCRIPTIONS:**

Chair: Oversees the new member course (1 year). Writes *The Bridge* articles with committee members. Oversees budget. Communicates with JLBR Officers; VP Councils and other League committees chairs. Attends all Personnel Council and Governance Council Meetings.

Assistant Chairs (1-2): Assists Chair in her duties as required. Oversees recruiting and admissions process (Candidate Education Sessions). Prepares new member notebooks. Works with committee members on all events. Coordinates year-end gifts for new members. Maintains and keeps a log of all committee activities for the year to assist successor in assuming Assistant Chair’s role. Attends Governance Council Meetings. Attends Personnel Council Meetings in absence of Chair.

Each member of this committee will serve as an “advisor” to 5 – 10 new members and will have the responsibility of contributing to the success and operation of the New Member Class. Each is expected to function in multiple capacities with the support of all other committee members and chairpersons. The following is a list of the Membership Development Committee responsibilities and the approximate number of people necessary to support/fulfill these responsibilities:

- 1) Actively works to promote membership into the JLBR and respond to membership inquiries; prepare and update new member packets; maintain current information for JLBR web page; coordinate Candidate Education Sessions.
- 2) Coordinate programs & materials needed for Core Sessions; arrange guest speakers.
- 3) Coordinate & arrange all aspects of New Member Kick-off Party and Super Saturday.
- 4) Design, publish & maintain all necessary forms/materials for recording & documenting the Membership Development Committee & the New Member Class Year.

**SKILLS REQUIRED:** Leadership and organizational skills; training, mentoring. **MUST** have completed a minimum of 1 full Active year to be on this committee.

**VOLUNTEER POSITIONS:** 1 Chair; 1 Assistant Chair; 10 Committee Members

**TIME REQUIRED:** (5 – 6 hours per month) In an effort to minimize additional evening meeting, this committee will meet **1 hour prior** to each Core Meeting or at designated project time during the Core meeting. **All** Core Meetings are evening meetings; once a month; and last approximately 2 hours. (with the exception of Super Saturday). If Super Saturday is missed, member must perform one 4 hour DIAD shift (in addition to JLBR DIAD requirements) as a make-up.

**LEAGUE CONTACT:** Cyd Alderman (561-641-4218) & Lisa Warren (561-375-9998)

## **MEMBERSHIP SATISFACTION/TRAINING** (*Developing the Potential of Women*)

*“Add a little fun and education for our membership”*

### **PURPOSE:**

- Survey and/or interview the JLBR membership to gauge member satisfaction and ideas for improvement.
- Compile satisfaction results and present pertinent results to the general membership, committee chairs and board members.
- Organize both fun and skill-based training events and speaking engagements for the membership.
- Organize and facilitate the end-of-year committee chair transition event (co-sponsored by President Elect).
- To publish JLBR training opportunities and speaking engagements via *The Bridge* and JLBR web site.

### **JOB DESCRIPTION:**

Chair: Coordinates all activities of the committee. Runs monthly meetings. Attends all Personnel Council and Governance Council Meetings. Presents membership satisfaction survey results to the Board.

Chair-Elect: Assists, supports and supplements the efforts of the Chairs. Fills in for the Chairs when needed. Attends Governance Council Meetings.

Committee Members: Help coordinate and implement the membership satisfaction evaluation process. Schedule training and fun team building opportunities for the membership. Organize interest groups and attend their first meetings.

### **VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect, 6-8 Members

### **TIME REQUIRED:**

Monthly meetings and independent work as needed.

### **SUGGESTED MEETING TIMES:**

One evening meeting per month.

### **LEAGUE CONTACT:**

Carrie Klimczak (954-464-5237)

## **INTERNAL PUBLIC RELATIONS** (*Promoting Voluntarism*)

*“Fun, Social & Interactive”*

### **PURPOSE:**

To promote member satisfaction within the League.

### **JOB DESCRIPTION:**

Chair: Supervises location and hospitality including catering for all General Membership Meetings and make arrangements for other special events including December socials. Approves all budgets and expenses. Strives for zero budget usage through the solicitation of vendors, sponsors and raffles. Attends all Personnel Council and Governance Council Meetings.

Chair-Elect: Assists, supports and fills in for the Chair as needed. Assists in locating meetings places for General Membership Meetings. Makes preliminary plans for following year’s program and budget. Attends Governance Council Meetings.

Committee Members: Help determine themes for monthly meetings. Coordinate arrangements with meeting location and membership needs. Committee also needs to locate vendors, sponsors and raffle prizes for monthly General Membership Meetings. Sends correspondence or invitations to membership when appropriate.

### **SKILLS ACQUIRED:**

Ability to plan and execute any type of meeting and use creative talents; also organizational and budgeting skills. The main amount of time and work involves centerpiece creations and ideas.

### **VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect, 5 Members.

### **TIME REQUIRED:**

Monthly meetings; and independent work to prepare and implement meetings/events. Committee members rotate responsibility of assembling the meeting agenda packets done the night before or the morning of the General Membership Meeting. Arrive at the General Membership Meeting early in order to set up or stays late to help clean up.

**SUGGESTED MEETING TIME:** Night

### **LEAGUE CONTACT (Co-Chairs):**

Joanne Golden (561-715-4881) & Susan Kaelin (561-338-9854)

**PUBLIC RELATIONS/MARKETING** (*Promoting Voluntarism*)

*“Use your creative talents to promote the JLBR”*

**PURPOSE:** To enhance awareness and promote a positive and accurate image to the community we serve.

**JOB DESCRIPTION:**

Implement overall JLBR public relations efforts including the writing and distribution of press releases, public service announcements and media advisories. Work with community projects and fundraisers to publicize projects through calendar listings, pre and post event coverage. Pitch stories on the JLBR to local media. PR and/or Marketing experience is recommended.

Chair: Serve as official representative for JLBR to the media. Work with League President to coordinate PR coverage including interviews and requests for quotes. Serve as liaison between Chairs and media for JLBR events including fund development, cookbook, fundraisers and community projects. Work with JLBR chairs to meet deadlines to promote events and secure photos and recaps from committees in a timely manner.

Serve as liaison to Public Relations firms representing local restaurants, businesses doing events with the JLBR. Work with Communications Chair on development of identity for all printed materials including membership brochures, press kits. Update press kit with new community projects and fundraisers in May. Maintain PR press book and work with website host to post all releases on JLBR web-site. Coordinate PR task force meetings as needed. Coordinate JLBR ads for event programs as directed by President and seasonal publications. Coordinate content of ads, promotional flyers for CES. Maintain media contact list. Update PR contacts on Bridge mailing list. Maintain PR bulletin boards at VCRC. Attends Board meetings, Communications Council and Governance Council Meetings.

**SKILLS ACQUIRED:** In-depth knowledge of JLBR, community and local media. Enhance existing PR and marketing skills. Establish working relationship with local media.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 1-2 Committee Members

**TIME REQUIRED:** Ability to work independently and meet on-going media deadlines beginning in May.

**SUGGESTED MEETING TIME:** Flexible

**LEAGUE CONTACT:** Stacey Hannan Quinn (561-362-0277)

**PUBLICATIONS** (*Promoting Voluntarism*)

*“Be in the know and learn a marketable skill”*

**PURPOSE:**

Write and edit the Junior League of Boca Raton’s monthly magazine, *The Bridge*, for regular communication to our membership and oversee production, ad sales, final layout and design decisions. Also coordinate printer relations and mailing of magazine.

**JOB DESCRIPTION:**

Chair/Editor: Serves as editor of *The Bridge*, oversees production, final layout and design decisions. Coordinates printer and mailing of magazine. Responsible for coordinating all committee training needs. Attends all Communications Council and Governance Council Meetings.

Chair-Elect: Assists the editor with layout and design of the publication and acts as liaison with the printer if necessary. Attends Governance Council Meetings. Contributes as a Writer, Editor and Committee Liaison (see below).

Writers, Editors and Committee Liaison: Develop topics, research and write feature articles for *The Bridge*. Edit a portion of *The Bridge* in its first draft stage. Act as a liaison with committee chairs and members to assist in writing and submitting articles for the magazine. These members will also assist in securing ads and patrons. (6 people)

Advertising Liaison: Act as liaison between advertisers and in-house layout and advertising person. Secure advertising for each issue. (2 people)

Photographer: Schedule photo shoots and/or attend events to photograph in coordination of *The Bridge* covers and stories.

**TIME REQUIRED:** Varies greatly depending on position. (Most jobs require 2-4 hours per month, most of which can be done via email and/or on the phone). Committee receives *The Bridge* via email and edits from home. Meetings are scheduled as necessary on a monthly basis.

**SKILLS ACQUIRED:** Great opportunity to learn about the JLBR and community projects. Enhance existing writing skills.

**VOLUNTEER POSITIONS:** 1 Chair, 1 Chair-Elect, 7 Members

**SUGGESTED MEETING TIME:** Day or Night

**LEAGUE CONTACT:**

Reagan Such (561-368-0692)

**SUMMER PUBLICATIONS** (*Promoting Voluntarism*)

*“Get a jump start on your JLBR placement”*

**PURPOSE:**

Produce/update the JLBR membership directory / yearbook.

**JOB DESCRIPTION:**

Chair: Responsible for the timely update of the JLBR membership directory / yearbook to be distributed at the September General Membership Meeting. Oversees production and distribution of the yearbook (membership directory). Responsibilities include working with the printer to establish deadlines /schedule, obtaining updated information from appropriate committee chairs, arranging for a photographer and scheduling members’ sittings for directory pictures, and final distribution of books to the membership. Attends all Communications Council and Governance Council Meetings.

Chair-Elect: Assists Chair with layout, design, and management of the JLBR Yearbook. Attends Governance Council meetings.

Committee Members: (2-3 Members) Responsible for at least one of the following: gathering information to be included in the yearbook, making corrections to the master yearbook file, managing photography session and photographs to be included in the yearbook, coordinating the bulk mailing to Sustainers.

**SKILLS ACQUIRED:**

Organization skills, Computer, desktop publishing, JLBR operations

**VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect, 3 Committee Members

**TIME REQUIRED:**

Varies (Summer placement - jobs completed by mid September). Most work done independently.

**SUGGESTED MEET TIMES:**

Flexible

**LEAGUE CONTACT:**

Kelly Hampton (561-212-2927)

## **CHOCOLATE DECADENCE** (*Improving the Community*)

*“The Sweetest Party in Town!”*

### **PURPOSE/EVENT DESCRIPTION:**

In its seventh year, Chocolate Decadence is a “don’t miss” evening of indulgences of every kind – food, wine, jewelry, shopping and, of course, chocolate. Held prior to Valentine’s Day and hosted by The Shops at Boca Center, this unique chocolate festival showcases various local, regional and national chocolate vendors and products and provides the perfect occasion to spoil yourself or the one you love.

In addition to sampling booths and retail vendors, the festival includes a tasting competition amongst local chocolatiers, restaurants and pastry chefs for the creation of Best Dessert, Best Drink and Best Confection, judged by a panel of highly regarded chocolate connoisseurs.

Of one the evening’s highlight is the naming of community “Sweethearts”, individuals or couples who have made a longstanding contribution to South Florida. A raffle and auction of fabulous prizes and live music and entertainment put the finishing touches on a deliciously decadent evening for the chocolate lover in anyone.

### **JOB DESCRIPTION:**

Chair: Main contact for The Shops At Boca Center representative. Responsible for execution of overall plan and timeline, managing assistant chairs and troubleshooting, as needed. Attends Finance and Governance Council meetings.

Assistant Chairs: Responsible for overseeing event logistics, including event rentals, ticket sales, signage and VIP tent; vendor table sales and database management; raffle/auction collection and organization of volunteer shifts and roles. Responsible for overseeing solicitation and securing sponsors, creation of collateral materials, selection and correspondence with Sweethearts, and PR/marketing activities, including management of Web site, GMM packets and presentations and Bridge articles.

Committee members will be responsible for organizing and overseeing the event, from planning to on-site management. Sub-committees will be formed as follows:

- Logistics
- Vendor Sales/Raffle
- Sponsorship and Sweethearts
- Marketing/Public Relations

**SKILLS REQUIRED:** Event planning; fundraising; solicitation; creativity; willingness to work hard and have fun!

**VOLUNTEER POSITIONS:** 2 Co-Chair and 2 Assistant Chairs, 25 committee members

**TIME REQUIRED:** Monthly meetings and independent responsibilities, beginning in June 2007. Attendance at the February 2008 event is also required.

### **LEAGUE CONTACT:**

Schuyler Thompson (561-843-1272) & Kelly Clark (561-432-1911)

## **SAVOR THE MOMENT** (*Improving the Community*)

*“To market and sell the award winning Savor the Moment cookbook and CD-ROM.”*

### **PURPOSE**

- Secure national and local retail, wholesale and distribution accounts.
- Coordinate internal and external special events to promote the book.
- Maintain operations part of the business.
- Maintain external public relations: Press kits, press releases, meetings with local food editors and marketing of book.
- Maintain internal public relations with JLBR members so they are involved, informed and enthusiastic about buying, selling and promoting our book and CD-ROM.

### **JOB DESCRIPTIONS**

Chair: Responsible for coordinating the work of Committee members, establishing annual goals and objectives, timeline, budget, review and revision of the handbook and long range planning. Responsible for overseeing daily operations and coordination of activities with the Committee. Manages Cookbook Manager position including approval of timesheets, responsibilities, scheduling and annual performance review. Responsible for ongoing communications with the printer of *Savor the Moment* and manufacturer of the CD-ROM with regard to reprints, accounts, and promotions. Responsible for keeping the membership informed and educated about the cookbook fundraiser. Serves as the media spokesperson for all products related to the cookbook. Serves on Finance Council. Attendance at training seminars and sales events may be required. Attend Governance Council meetings.

Assistant Chair of Operations: Responsible for financial aspects of cookbook. Works closely with Cookbook Office Manager on monthly reports and coordinates with Treasurer of JLBR. Coordinates with chair on budget matters and assists with accounts. Issues monthly reports on sales activity. Maintains inventory records and oversees shipments. Attend Governance Council meetings.

Wholesale Accounts: These positions (3) communicate with current and potential wholesale accounts via telephone, mail and in person to maintain or build relationships.

Retail Sales / Special Events: These positions (3) oversee all aspects of selling *Savor the Moment* (and swaps) at seven general membership meetings and selected special events. Responsibilities include researching non-JLBR selling events, reserving prime selling space, setting up the books, pricing them, recruiting committee members to sell and returning the books and money collected to the JLBR office.

Media: These positions (2) develop and manage a comprehensive media plan that includes updating the press kit, as necessary; issuing regular press releases; introducing *Savor the Moment* to local, regional and national print, TV and radio media; and follow-up to ensure coverage of the cookbook.

Bridge Articles: This position (1) is responsible for writing the articles that promote *Savor the Moment* (and swaps) to JLBR members.

Special Marketing Projects: All 12 members will additionally focus on marketing the cookbook to targeted audiences. In 2007-2008, those markets will include 1) Real Estate (realtors, mortgage brokers, developers and interior designers); 2) Tourism (airports, resorts, cruise lines, favorite tourist hot spots, sports tournaments, and convention and visitor bureaus); 3) National media 4) plus organizing and promoting the *Savor the Moment* dinner club and other projects to be determined. Responsibilities may include putting together a project marketing plan, working as a team, doing presentations, making phone calls and so on.

**SKILLS REQUIRED:**

General marketing/sales skills, negotiating experience, ideas for promotion of aging product, small business management tactics and good organizational skills.

**NUMBER OF POSITIONS:**

1 Chair, 1 Assistant Chair and 12 committee members.

**TIME REQUIRED:**

Chairs and Assistant Chairs: 5 hours per week.

Committee Positions: Depending on responsibilities, up to 5 hours per week.

**MEETING TIME:**

August through May.

**LEAGUE CONTACT:**

Lynne Gayle (561-278-9778) & Stephanie Miskew (561-276-7402)

## **FAMILY PORTRAIT DAY** (*Improving the Community*)

### **PURPOSE:**

Opportunity for families, children, couples or friends to have their photo taken by a professional photographer. The session includes a private one hour digital session. The participant will receive a compact disc and proof sheet containing all of the pictures from the shoot. Prices and locations to be determined.

### **JOB DESCRIPTION:**

Committee will arrange event date and locations, coordinate with photographer, handle sign ups at General Membership Meetings, secure photo lab to develop film. Committee will promote and advertise the event. Chair attends Finance Council Meetings. Chair and Chair-Elect attend Governance Council Meetings.

### **VOLUNTEER POSITIONS:**

1 Chair, 1 Chair-Elect, 6 Members

### **SUGGESTED MEETING TIMES:**

Evening – Most likely the first Tuesday night of each month at VCRC at 7pm. Because the event takes place in the fall, committee meetings will begin in the summer. Furthermore, because the majority of photo shoots take place on weekends, committee members should be available on the weekends during the event to assist photographer.

### **LEAGUE CONTACT:**

Sarah Doyle (561-381-5105)

Barbara Trevino (561-512-7446)

## **FUND DEVELOPMENT** (*Improving the Community*)

*“Help develop and expand the League’s fundraising sources in new, fun and profitable ways”*

### **OBJECTIVES:**

1. Field, research and coordinate “mini-fundraiser” opportunities for the JLBR. (3-4 persons)
2. Research, evaluate and develop new major fundraisers for the JLBR. (1 person)
3. Collaborate with existing fundraising committees as a “training liaison” in effort to develop and enhance our funding sources, sponsorship and fundraising efforts. (1-2 persons)
4. Develop/update “Corporate Solicitation Packet” used to secure Community and National sponsorship of the JLBR. (1 person)
5. Research and execute grant opportunities for JLBR funding. (2 persons)
6. Maintain and update JLBR “In-Kind Donation Database”. This person shall communicate with JLBR Community and Fundraiser Chairs to gather donor information and update database. (2 persons)
7. The EBAY Committee will be a sub-committee of Fund Development, attend Fund Development committee meetings, and report to the Chair of Fund Development. Selling on EBAY is an opportunity to raise funds through the popularity of the Internet. Committee members will decide on what item/s they want to collect from the community and then be responsible for taking pictures of the items, posting them on EBAY, keeping track of the auction, and shipping. (3-4 people)

### **JOB DESCRIPTION:**

Chair: Coordinates all activities of the committee. Runs monthly meetings. Assist VP of Finance with fundraising ballot and JLBR member fundraising requirements and advises fundraiser chairpersons in the areas of event planning and budgeting. Collaborates with fundraiser Chairpersons about sponsors and donors so that all fundraising is under one umbrella in order to enhance donations, keep things consistent and avoid overlap. This is a Board position. Attends all Board, Finance Council, Governance Council and Planning Council Meetings.

Chair-Elect: Supplements efforts of the Chair. Attends all Governance Council Meetings.

Committee Members: Perform objectives above.

**VOLUNTEER POSITIONS**: 1 Chair, 1 Chair-Elect, 13-14 Members (3-4 of which would be for EBAY purposes only).

**TIME REQUIRED**: Monthly meetings and flexible time assignments.

**SUGGESTED MEETING TIMES**: Evenings. Members of Fund Development may also be asked to attend JLBR “mini-fundraisers”.

### **LEAGUE CONTACT:**

Christina Towery (561-479-1726) & Mary Randolph Scott (561-715-6152)

## **WOMAN VOLUNTEER OF THE YEAR EVENT - LUNCHEON, FASHION SHOW & AWARD PRESENTATION** *(Improving the Community)*

*“Meet lots of League members on this large, fun committee while working on one of the most prestigious community events of the year”*

### **PURPOSE:**

- To promote the spirit of voluntarism in the community by honoring outstanding women volunteers.
- To raise funds for the JLBR and increase our visibility in the community.

### **JOB DESCRIPTION:**

Co-Chair: Coordinates active and sustainer involvement. Responsible for overall coordination of luncheon and supervises committee members. Interacts with luncheon sponsor and honorary chair, serves as nominee liaison. Attends Finance Council meetings and Governance Council meetings.

Assistant Chair: Assists Chair in obtaining event underwriting, overseeing mailing list and invitation mailing, Volunteer Liaison, Treasurer and Reservations. Also assists in arrangements with the hotel and department store. Attends Governance Council meetings.

### Committee Member Responsibilities:

Underwriting: Assists chair in obtaining underwriting for event.

Raffle: With the help of the committee obtain items for raffle, assist in putting raffle items together and listed in program ad book.

Program Ad Sales: Sell congratulatory ads to nominee family and friends, volunteer organizations and local businesses.

Reservations: Responsible for processing all invitations received, compiling guest list, plan and arrange table seating. Forward all checks to JLBR Treasurer. Requires accurate record keeping and daytime availability.

Public Relations: Responsible for contacting and submitting information to the media to promote the event.

Mailing: Obtains updated mailing list. Responsible for coordinating the mailing of the invitations. Prepares invitation packages to Nominees.

Calendar: Planning the logistics of the calendar photo shoot and layout, as well as the portraits. Works with nominees and photographer to accomplish this.

Treasurer: Keeps records of monies spent and received. Send letter of receipt to donor. Track and report active members financial commitments to Nominating/Placement.

Volunteer Liaison: Responsible for coordination of volunteers for various fundraiser shift opportunities associated with the luncheon. Report completed shifts to Nominating/Placement.

**SKILLS REQUIRED:**

Fundraising, solicitation, creativity and organization. Some independent work maybe required. Willingness to work hard and have a lot of fun.

**VOLUNTEER POSITIONS:**

Co-Chairs, Assistant Chair, 15 members and Sustainers

**TIME REQUIRED:**

Monthly morning meetings May-November. May need to be available during the summer. There are independent hours required. Attendance at daytime social events prior to the luncheon as representatives of the JLBR is required. Must assist the committee on the day of the event Friday, October 26<sup>th</sup> from 8am to 3pm.

**SUGGESTED MEETING TIMES:**

Daytime, most likely Wednesday mornings

**LEAGUE CONTACT:**

Michelle Toomey (561-394-7779)

Amy Kazma (561-393-1738)

Robin Deyo (561-314-3212)