

Cincinnati Woodworking Club (CWC) **Leadership & Support Role Descriptions**

President¹

The president is responsible for overall running of the Club. He/she works with the other officers and group leaders to ensure meetings and other programs (i.e. seminars) are planned and executed as scheduled. Specific responsibilities include:

- Kicks off scheduled CWC meetings with welcome, introductions, announcements and program information. Introduces the respective Group Leader who leads the program.
- Works with the vice president, secretary and treasurer to facilitate and ensure their responsibilities are carried out.
- Works with the Group Leaders to ensure that CWC meeting agendas and plans are on track. Usually a dialog is started about one month prior to a meeting. This includes ensuring that a Steering Team meeting is scheduled about 3-4 weeks prior to the next CWC meeting to discuss any old or new Club business, review agenda, make adjustments as necessary, generate input for newsletter and firm up meeting logistics.
- Chairs the Steering Team meeting.
- Has check signing authority and can write checks in the absence of the treasurer or at treasurer's direction.

Vice President¹

The vice president stands in for the president whenever he/she is unavailable to carry out responsibilities.

Additional responsibilities include:

- Responsible for coordinating seminars.
- Attends all Steering Team meetings.
- Is generally a contact and coordinator of other special events such as, club participation in woodworking shows/displays and field trips.
- Other activities that he/she believes will advance the Club's purpose to 'Share Woodworking Knowledge'.
- Has check signing authority and can write checks in the absence of the treasurer or at treasurer's direction.

Secretary¹

The secretary is responsible for editing and distributing the Club's Newsletter. It is distributed both electronically via email and hardcopy via U.S. Mail, for those without access to email. The target distribution date is the 1st day of the month for which a meeting is scheduled.

- Maintains relevant Club information, including meeting schedules, on the various woodworking magazine web sites. Also contacts print publications, such as magazines and newspapers to publicize the Club.
- Attends all Steering Team meetings.

Treasurer¹

The treasurer is responsible for managing the Club's money and maintains the membership list. Specific responsibilities include:

- Collects membership dues and disburses funds to cover Club expenses. Generally, he/she will get concurrence of fellow officers when funding non-routine disbursements.
- Maintains up-to-date membership list and shares with other officers, group leaders and membership as appropriate. All members of the Steering Team should receive a current list by August 15th each year (for September meeting). And be provided with updated lists as needed.
- Ensures that meeting room is reserved and room fees are paid (work with Homer Buescher).
- Coordinates door prize procurement and drawings at CWC meetings.
- Attends all Steering Team meetings.
- Shares Club income and outflows at each Steering Team meeting.
- Keeps Club insurance policy in force.

Group Leader²

The group leader is responsible for a geographical group of members (i.e. Southwest). A group may have two or more co-leaders that share the responsibilities according to their own division. With the help of the group membership:

- Plans one club meeting a year (rotated schedule). A club meeting includes either a field trip or
 - Two hours of presentation (one or two speakers)

¹Elected by Club membership. ²Volunteers agreed to by Steering Team

- 5-15 minutes of Woodworking 101
- 5-15 minutes time for show and tell
- Special events such as toy drive presentations
- 15 minute break
- Arranges for speaker(s) for the club meeting
- Coordinates with the president to set steering team meeting date. The group leader makes the invitations and hosts the meeting. This meeting should be held about 3-4 weeks prior to the next CWC meeting. Normally, a steering team meeting is not held in December.
- Communicates program details to the Secretary in a timely manner for publishing the newsletter.
- Provides Homer Buescher with a diagram of the desired room layout at least one week prior to the meeting date.
- Informs Audio-Visual Team Leader of any special requirements.
- Ensures donuts or pastries are available for the club meeting.
- Conducts the club meeting.
- After meeting, ensures room is set-up and cleaned-up as needed or requested by the church. Obtain special equipment or supplies, when needed.
- When the club meeting falls in May, obtain food and supplies and serve the annual picnic
- Attends Steering Team meetings.

Audio/Visual Team²

The Audio Visual Team is responsible for the setup, operation and take-down of the audio/visual equipment.

- Assist Group Leaders with Audio/Visual requirements dealing with their meeting preparations.
- Ensure fresh batteries are available for microphones.
- Arrive about 1 hour early on the day of the meetings to start setup.
- Setup and take down cameras, wireless microphones and video projector.
- Ensure loose cables are not a trip hazard during meeting.
- Help run the cameras and/or video mixer during the meetings.
- Stay about half hour after each meeting to store the Audio/Visual equipment.

Book & Video Librarian²

The librarian is responsible for maintaining and improving the club's collection of woodworking audio/visual and print media. Specific duties include:

- Maintain an inventory list of the items in the collection.
- Make the media available to the membership by bringing it to the scheduled meetings for borrowing.
- Collect deposits and rental fees for the borrowed media.
- Submit the fees to the treasurer at appropriate intervals.
- Seek advice and consent for the management of the collection and library policies from the steering team members.

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