

MVWC - Responsibility

| Committee Chair | Committee Member | Responsibility Description |
|-----------------|-------------------|--|
| President | | The President is responsible for ensuring that the MVWC continues its traditional role as a neighborhood association. She will ensure the continued health and relevance of the MVWC for the length of her term. |
| | Board Advisor | Board Advisor provides advice and support to the President and Board. |
| Vice-President | | Serve for President when she is unavailable. Coordinate special events. Coordinates Communication for the club. |
| | Newsletter Editor | The Newsletter Editor is responsible for the publication and content of the Newsletter. |
| | Webmaster | The Webmaster is responsible for maintaining the website, updating the website, and managing the content. |
| | Sunshine Cards | The Sunshine Card Chair sends cards to members. |
| Secretary | | Responsible for informing Board Members of Board meeting, takes minutes, shares minutes in a timely fashion. Retains copies of all minutes, reports, and Echo. Prepares correspondence, as necessary. |
| Treasurer | | Assembles annual dues records and forms for Records Chair. Assembles and records all luncheon reservations. Prepares budget and provides Treasurer's report. |
| Events | | Coordinates Events and Luncheons. |
| | Door Prizes | Provides door prizes at events |
| | Raffle Tickets | Sells raffle tickets at events |
| | Hostesses | Meets and greets members, new members, and guest at events |

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| | <p> Birthday Flowers </p> | <p> Purchases and hands out flowers to members at events </p> |
| <p> Programs </p> | | <p> Coordinates Programs for Events and Luncheons. </p> |
| <p> Records </p> | | <p> Maintains Club records in database and membership directory. </p> |
| | <p> Photographer </p> | <p> Takes pictures of members and at events. </p> |
| <p> Membership </p> | | <p> Assists in maintaining membership satisfaction. </p> |
| <p> Fundraising </p> | | <p> Organizes Fund-raising for the MVWC Service Project </p> |