

Moon Valley Women's Club Committee Volunteer Sheet

Moon Valley Women's Club is run by volunteers, and we need your help! Please indicate with MVWC Committee(s) you would be willing to assist with.

Please complete and return this page to MVWC at 428 E. Thunderbird Rd. #539, Phoenix, AZ 85022 or moonvalleywomensclub@gmail.com.

Name _____

Phone _____ **Email** _____

_____ **Audit** – Assist with MVWC financial audit during the summer. Review monthly treasurer's reports and MVWC bank statements from the past year. This is a one-time commitment of 4-6 hours.

_____ **Communications** – Coordinate communication about MVWC activities to the community at large. Assist Newsletter Editor and Webmaster as needed. Write and submit articles about MVWC to Moon Valley Tattler and Moon Valley Neighborhood Association (MVNA) newsletter. Gather news stories about MVWC members for inclusion in The Echo.

_____ **Door Prizes** – Assist Programs and Events Chairs to with purchasing door prizes and favors for our monthly events as needed.

_____ **Fundraising** – Assist Fundraising Chair with planning and organizing fundraising activities for the MVWC Service Project. This may include soliciting donations, selling raffle tickets, event planning, and other activities as needed.

_____ **Event Hostess** – Greet attendees at monthly events. Welcome new members and introduce them to other members. Ensure that they are comfortable and have a seat. Help distribute new member flowers at check in. Help distribute name tags to members as they check in at events. Distribute and collect comment cards/pens from each table at events.

_____ **Flowers** – Coordinate with Records chair and Treasurer to ensure new members receive a flower at the first monthly MVWC event that they attend. Coordinate flowers for incoming and outgoing board members at May meeting. Assist Programs and Events Chairs with floral centerpieces for events as needed. Order flowers from a local florist, and coordinate pick up on the day of the event. Help distribute flowers at events.

_____ **Historian** – Assist with archiving photographs, news clippings and other relevant news. Coordinate with Newsletter Editor and Webmaster to archive any information that is not already published in The Echo or posted on the website. Maintain Past Presidents list and contact information.

_____ **Membership** – Assist Membership Chair with phone calls throughout the year. Make membership renewal reminder calls during the summer. Make check-in calls to new members in the fall and spring. May be asked to assist with other phone calls as needed for member communications.

_____ **Newsletter** – Assist the Newsletter Editor with preparing The Echo. Activities might include contacting activity group chairs for articles, gathering fun facts from members, and writing about topics of interest to our members.

_____ **Photographer** – Take photos of members at events for inclusion in our website directory. Take photos of special events for inclusion in our newsletter and on our website.

_____ **Raffle** – Sell 50/50 raffle tickets at monthly MVWC events, count money and distribute winnings between winner and Treasurer.

_____ **Sunshine Cards** – Send cards to members when necessary; coordinate memorial donations. Prepare a sunshine news article for The Echo.

_____ **Website**—Assist Webmaster with maintaining MVWC website and coordinating email communications to members.

_____ **Other**—There are many other opportunities throughout the year such as making phone calls, helping on the nomination committee, etc.