



STONEBRIDGE WOMEN'S CLUB

2023 – 2024 LEADERSHIP TEAM STRUCTURE

A. FACILITATOR OF MONTHLY TEAM MEETINGS (ROTATING BASIS) **

1. Keep track of what is going on with the Women's Club for their respective months.
2. Keep track of things that need to be discussed and decided by the team.
3. Prepare meeting agendas and gather reports, i.e., the Treasurer's Report, and information from Team Members.
4. Email the meeting agenda, reports and handouts to the Team members a few days prior to monthly meeting.
5. Guide the monthly Team meetings through decisions and plans and receive status reports from activities/events.
6. Review minutes for accuracy.

****Facilitators 2023 -2024:**

June, July, August	Sandie Bowen	Mentor, Bonnie Silleck
September, October, November	Raquel DeMillio	Mentor, Jean Katarsky
December, January, February	Helyn Sloan	Mentor, Judy Feltz
March, April, May	Sue McNulty	Mentor, June Vardaro

The structure of a 501(c)(3) nonprofit organization must include at least three directors, not related to each other, a President, Secretary, and a Treasurer.

B. LEAD FACILITATOR/President

Sandie Bowen

1. Communicate with Taylor Management as the single point of contact.
2. Receives updates from all Leadership Team members so as to keep apprised on all aspects of the Women's Club.
2. Make room reservations at Stonebridge and off-site events.
3. Review floor plans and communicate same to Dharmi, Lifestyle Director.
4. Send flyers to Dharmi for Clubhouse monitor and community distribution via email.
5. Report on the efforts of charity programs, i.e., Making Strides Against Breast Cancer, Ronald McDonald, Caring Cooks, gift card collections, food drives.
6. Update carousel in Clubhouse with copies of flyers etc.

C. RECORDING SECRETARY/Secretary

Raquel DeMillio

1. Record the minutes by using the provided agenda to report discussions, and decisions from the Team meeting.
2. Email minutes to monthly Facilitator and Lead Facilitator for review, then email to Team members.
3. Put copies: agenda, Treasurer's report, handouts and minutes into the WC cabinet.

D. TREASURER

Stephanie Maffetone

1. Maintain the Women's Club's financial records on the WC computer for both Main account and Bingo-50/50 accounts.
2. Deposit checks/cash. Make deposits at the bank, keep the two accurate checking account books, one for the Main account and one for the Bingo-50/50 account.
3. Disburse payments from the Women's Club checkbook when individuals submit a receipt for reimbursement or need checks for an upcoming event and keep an accurate accounting. Record all transactions on the WC computer (ACES) for both accounts.
4. Before each monthly meeting, print out the current Treasurer's Report.
5. Meet with team members, and using the past year's budget, create the next year's budget (prior to May 31st).
6. Keep the Women's Club activities within the annual budget.
7. With the Activities person, make sure vendor contracts includes all details.
8. Provide information to the Women's Club tax accountant who prepares the tax returns.
9. Check monthly credit card statement for accuracy and pay this bill.
10. Provide petty cash for 50/50 events.

E. BINGO AND 50/50 LICENSE COORDINATOR

1. Complete license application forms for 50/50 Raffles and Bingo as needed, providing dates for raffles to Monroe Township for approval.
2. Complete Report of Operations form to NJ, providing a monthly summary of Bingo and 50/50 monies collected. Coordinate with the Women's Club Treasurer for application form dates and monies collected to be entered on Report of Operations form.
3. Complete Legalized Game of Chance registration application form (biannual renewal) to NJ
4. Provide completed applications forms (License, Registration, Report of Operations) to Treasurer for her signature, notarization and check payment before submitting to Monroe Twp. Municipal Clerk's Office or New Jersey Division of Consumer Affairs.

F. WOMEN'S CLUB ACTIVITIES

Janet Richichi and Sue McNulty

1. Look into programs, activities, and fundraising events that appeal to the membership.
2. Contact speakers and coordinate equipment needed for programs.
2. Ensure, with the Treasurer, that event contracts include all details.
3. Coordinate with Hospitality Chair the needs for a ballroom event.
4. Coordinate with Leadership Team as to which flyers are needed, reusing existing flyers as applicable, and adding pertinent information.
5. If a new event, communicate with Fred Block the requirements for the message we need to send. Fred will design a new flyer with pertinent information and images.
6. Send the draft of the flyer to the Lead Facilitator and mentor for approval. Then send to Communications Coordinator for distribution to membership.

G. MEMBERSHIP

Ellen Stein and Cathy Todd

1. Maintain a listing of current members, maintaining a spreadsheet and iContact.
2. Communicate with Treasurer for each event, a list of paid members.
3. Collect membership dues and communicate with general membership to resolve any issues with membership and members-only events.
4. Collect checks for events requiring a fee.
5. Keep spreadsheet of attendees for every event.
6. Keep in touch with hospitality about numbers of attendees for each event.
7. Maintains the keys to the mailbox and regularly checks this box for checks and correspondence to be given to the appropriate person.

H. COMMUNICATIONS COORDINATOR

Grace Patanio

1. Post all Women's Club information on the Stonebridge Women's Club website.
2. Create/reuse flyers that Activities Team suggests are needed for an event.
3. Send flyers to members/give flyers to Lead Facilitator for direct distribution by Taylor.
4. Prepare and distribute the Club News newsletter every month through iContact and distribute to General Membership.
5. Collect communications from Women's Club members using the website and respond as needed.

I. CHARITY PROGRAM LIAISON

Helyn Sloan

1. Coordinate all aspects of the Women's Club Mah Jongg event, Bingo and Vendor Fair.
2. Submit floor plans to Lead Facilitator to send to Dharmi.
3. Coordinate with Hospitality for such events.

J. HOSPITALITY COORDINATOR

Janice Lee/Joanne Redell

1. Coordinates events, in conjunction with Programs/Activities and Membership prepares the floor plan for each event, including number of chairs and tables.
2. Presents floor plans to Lead Facilitator who presents to Dharmi one week prior to event.
3. Schedules volunteers for setup, purchases and cleanup.
4. Works with Program/Activities to decide on refreshments and color scheme for the events/activities.
5. Attend Leadership Team meetings as needed.

K. VOLUNTEER-AT-LARGE

Nina Tapia

1. Attends Leadership Team meetings to ascertain needs.

OTHER ONGOING EFFORTS SUPPORTED BY THE WOMEN'S CLUB MEMBERS:

BINGO	Helyn Sloan
CARING COOKS FOR RONALD MCDONALD HOUSE	Pat Marino
MAKING STRIDES FOR BREAST CANCER	April Furst
POP TABS FOR RONALD MCDONALD HOUSE	Fran LaPointe
LIAISON FOR MONROE TOWNSHIP SCHOLARSHIP	Karen Marov
GIFT CARD, BACKPACK, FOOD DRIVE COLLECTIONS	Sandy Rubin
STONEBRIDGE EXCHANGE ARTICLES	Raquel DeMillio
MONROE HIGH SCHOOL TRANSITIONING ADULT PROGRAM	Raquel DeMillio