

JOIN THE 2012-2013 RIDGEWOOD NEWCOMERS BOARD

Want to get more involved with Newcomers? Volunteer your time and you'll make great friends while organizing events & parties, forming interest groups, and raising funds for the YWCA.

Review the descriptions of the Newcomers Board positions listed on the following page and nominate yourself or a friend. You may nominate 1st, 2nd or 3rd year members. Most positions are filled through self-nomination, so please DON'T HESITATE TO NOMINATE YOURSELF. Self-nominations must list three position choices and include a paragraph about you (e.g., interests, current or past work experience, etc.).

Need more info about volunteering? Join us for our **Nominating Coffee!**
January 23rd at 9:30 a.m.

2012-2013 Newcomers Board Member Nominations

Please send completed form by **January 31, 2012** to:

Elizabeth McCarthy, 271 Orchard Place in Ridgewood
(completed forms may also be submitted at the Nominating Coffee)

PRESIDENT _____
(Must be filled by a current board member.)

1ST VICE-PRESIDENT _____

SECRETARY _____

TREASURER _____

YWCA LIAISON _____

MEMBERSHIP PROGRAMS _____
(Two board positions ~ one person will be 2nd V.P.)

EVENING SOCIALS _____
(Two board positions ~ one person will be 3rd V.P.)

FAMILY FUN _____
(Two board positions ~ one person will be 4th V.P.)

**COMMUNICATIONS-
NEWSLETTER** _____
(Two board positions)

**COMMUNICATIONS-
PUBLICITY** _____

FUNDRAISING _____
(Two board positions)

HOSPITALITY _____
(Two board positions)

**INTEREST GROUP
CHAIRPERSON** _____

MEMBERSHIP _____

NOMINATING _____
(Three board positions ~ must be a current board member.)

WAYS & MEANS _____
(Two board positions)

COMMUNICATIONS-WEBSITE _____

Submitted By _____ Phone Number _____ Email Address _____
If self-submitting, please list three choices and include a paragraph about yourself above.

RIDGEWOOD NEWCOMERS BOARD POSITIONS

Interested in the Newcomers Board?

Please read the descriptions below, and complete & return the application by **Jan. 16, 2012**.

PRESIDENT (*Tracey Clem, traceyclem@gmail.com*)

Oversee entire Club. Example duties: Run monthly board meetings, serve on Nominating Committee, proofread newsletters, plan President's Party (May). President should be 2nd-year board member. Also obligated to serve as Past-President (advisor) on following year's board. *Time commitment: May/June – heavy; then several hrs/week.*

1st VICE PRESIDENT (*Bonnie Smith, binker0143@yahoo.com*)

Prepare board folders with preliminary documents, maintain monthly calendar of events, manage volunteer sheets, and disburse info. Coordinate and host Board Member Cocktail Party. Coordinate Ladies Spring Dinner. Support President & assist any board member in her responsibilities. *Time commitment: May, June, August, April – heavy; several hrs/month otherwise.*

2ND VICE PRESIDENT: Membership Programs (*Corey Siembieda, csiembieda@comcast.net; Annmarie Loffredo, amloffredo@yahoo.com*)

[2 board positions ~ one serves as 2nd V.P.] Plan & implement Membership Program events. Initial planning begins in summer. Assisted by 2 to 4 volunteer committee members. *Time commitment: 4 - 5 hrs/month (including program events).*

3rd VICE PRESIDENT: Evening Socials (*Lauren Stephens, LMKStephens@gmail.com; Diane Hunt, dib@jibhunt.com*)

[2 board positions ~ one serves as 3rd V.P.] Plan & implement 2 or 3 couple's events (e.g., Progressive Dinner & Spring Fling). Oversee planning for smaller monthly events with assistance of 3 or 4 volunteer committee members. *Time commitment: Heavy on & off for 6 weeks prior to events.*

4th VICE PRESIDENT: Family Fun (*Cori McHugh, corimchugh@optonline.net; Siobhan Langa, Siobhan.langa@ubs.com*)

[2 board positions ~ one serves as 4th V.P.] Coordinate 2 or 3 Family Fun weekend events (e.g., Halloween Party & Easter Egg Hunt). Oversee planning for smaller weekday events with assistance of 3 or 4 volunteer committee members. *Time commitment: Summer planning for 1st event; then several hrs/week in the month prior to each event.*

SECRETARY (*Joanie Harrington, joan.harrington@barcap.com*)

Take minutes at board meeting, then type & distribute to board members before next meeting. Prepare birth announcements & send cards to new parents. Maintain inventory list of Club-owned items and recommended services Rolodex. *Time commitment: 5 hrs/month.*

TREASURER (*Nina Jones-Marino, ninajones777@hotmail.com*)

Keep accurate records of finances for the Club. Monthly bookkeeping, including deposits, disbursements & preparation of monthly Treasurer's Report. Handle bank reconciliations and year-end financial statement preparation. *Time commitment: 5 - 8 hrs/month.*

NOMINATING COMMITTEE (*Kim Brady, knbrady@hotmail.com; Elizabeth McCarthy, azzarae@hotmail.com, Tyrrell Januzzi, tcjanuzzi@gmail.com*)

[3 board positions] Responsible for filling next year's board positions with the help of the President & two other board members. Should be 2nd-year board member. *Time commitment: Jan. - Mar. 8 hrs/month.*

HOSPITALITY (*Liz Willkomm, ewillkomm@gmail.com; Danielle Nugent, daniellenugent@gmail.com*)

[2 board positions] Plan Summer Social for prospective members. Plan a fall and/or spring cocktail party for 1st year members. *Time commitment: Summer – heavy for summer party; heavy in fall & spring for cocktail parties.*

INTEREST GROUPS CHAIRPERSON (*Deb Veley, debveley@hotmail.com*)

Recruit & advise interest group leaders. Oversee turnover meetings. Host meeting in June. Work with newsletter editors regarding interest group events. *Time commitment: Heavy through Sept.; light once groups get going.*

MEMBERSHIP (*Anne McDonnell, anne_mcdonnell@yahoo.com*)

Respond to inquiries about Newcomers. Process new memberships & renewals. Maintain computerized database. Assist Ways & Means with telephone directory. *Time commitment: Heavy thru Nov.; 1 hr/month thereafter.*

COMMUNICATIONS – NEWSLETTER (*Laura Anghelone, langhelone@gmail.com; Brianna Scott, blmscott@gmail.com*)

[2 board positions] Gather information, design, layout & type monthly newsletter. Take to printer, apply mailing labels & take to post office. Initially, template set-up required to carry on regular monthly news, then monthly additions & maintenance. Coordinate all communication with publicity and website. *Time commitment: Design/layout/type = 15 hrs/month; editing/preparation/distribution = 6 hrs/month.*

COMMUNICATIONS – PUBLICITY (*Lena Antamarian, tellenanow@gmail.com*)

Arrange all publicity via media to keep public informed of various Club activities. Attend events, take photos & send press releases with photos to newspapers. Write monthly press releases advertising events. Coordinate display of the train sign. Distribute Newcomers brochures. Maintain scrapbook of publicity work. *Time commitment: 1 hr/week.*

COMMUNICATIONS – WEBSITE (*Heather Zarnett Letscher, hzarnett@yahoo.com*)

Contact all members on a weekly basis via Constant Contact with information on upcoming events. Maintain Newcomers website in coordination with the YWCA. *Time commitment: Initial set-up in summer; 6 hrs/month thereafter.*

YWCA FUNDRAISING (*Tori Schoeler, tschoeler@gmail.com; Jenn Murphy, ftm823@aol.com*)

[2 board positions] Lead Newcomers efforts to raise funds for YWCA programs through various events (e.g., Holiday Boutique & Casino Night). *Time commitment: A few hrs/month, heavy prior to events.*

WAYS & MEANS (*Hallie Desmots, hallie@desmots.biz; Candace Kohler Papageorge, candace_kohler@yahoo.com*)

[2 board positions] Coordinate & publish Newcomers brochure and telephone directory of members. Solicit advertisers for directory. *Time commitment: Heavy from July – November.*

YWCA LIAISON (*Barbara Chillemi, reganchillemi@gmail.com*)

YWCA Liaison is responsible for facilitating the relationship between Newcomers and the YWCA and communicating with the Newcomers' President. She shall be responsible for monitoring risk management practices and reviewing compliance requirements, particularly in relationship to alcohol service, in accordance with the policies & procedures of Newcomers' By-laws & the YWCA. Also, she is responsible for coordinating with the YWCA the procurement of any necessary applications for insurance, permits, and/or licenses that may be required for Newcomers events. *Time commitment: 2 hrs/week but more concentrated in late summer/fall and then again in mid-winter when bigger events are being planned.*

Board members are expected to attend each of the following:

Ladies Spring Dinner (2012 & 2013)

All board meetings (1 per month, approx. 1 ½ hours each)

Summer Social for prospective members

Board Member Cocktail Party

All events for Membership Programs, Evening Socials & Family Fun

At least one Hospitality event

President's Dinner

Fundraising Events