



**JUNIOR LEAGUE OF  
INDIAN RIVER**

***PLACEMENT BROCHURE***

**Choices for League Year  
2017-2018**

**INSTRUCTIONS**

1. Please take time to read the entire Placement Brochure.
2. Placements have been listed by “Council” to help you become more familiar with JLIR’s Organizational Structure using the Council System.
3. **Your placement selection must be communicated via e-mail to [immediatepastpresident@jlir.org](mailto:immediatepastpresident@jlir.org) within 30 days of receiving the Placement Brochure.**
4. You **MUST FILL OUT THE PLACEMENT FORM AND LIST THREE PLACEMENT CHOICES** and be prepared to be placed on any of them, so choose carefully.
5. Thank you for your continued membership and support!!

## **BOARD OF DIRECTORS**

All Board positions report to the President.

## **PRESIDENT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The President shall be the chief executive officer of this League, shall preside at meetings of this League, the Board of Directors; and shall be an ex-officio member of all committees except the Nominating & Placement Committee. The President shall be responsible for promoting the image of this League and shall be the liaison with the community. Based on contract approval by the Board of Directors, the President shall sign, with the Finance Vice President, all contracts for this League. She shall serve as the official liaison to legal counsel. She shall oversee Board meetings and General Membership Meetings. She shall guide, mentor, and encourage the members of the Board of Directors and the League membership as a whole.

**TIME COMMITMENT:** Approximately 15 - 20 hours per month. Board & General Membership Meetings monthly. Meetings as needed with Councils & Committees. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Understanding of parliamentary procedures and Board operations. Understanding of the governance duties of care, loyalty, and obedience. Previous JLIR Board experience.

**SKILLS ACQUIRED:** Organizational, administrative, and interpersonal skills. Leadership and public speaking. Able to collaborate with League Committees and Board. Networking opportunities within the community. Presentation/facilitation skills. Mentoring. Time management. Strategic planning, team building, and community networking skills.

## **PRESIDENT-ELECT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The President-Elect shall assist the President, shall assume the duties of the President in her absence, and shall fulfill the unexpired term of the President upon her resignation or removal from office. She shall serve as Administrative Vice-President and chair the Administrative Council. She shall also serve as a member of the Advisory/Future Planning Committee and chair the Bylaws Review Committee. She shall oversee the administration of the League database located in the League office. This Committee will work with the Board and Administrative Council to maintain the membership database as well as the League's donor database. She shall be responsible for member attendance records, transfers, dues notices, thank you letters, and year end letters. She shall assist the President with Board meetings and General Membership Meetings. She shall guide, mentor, and encourage the members of her committees and the League membership as a whole.

**TIME COMMITMENT:** Approximately 15 - 20 hours per month. Board & General Membership Meetings monthly. Meetings as needed with Councils & Committees. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Understanding of parliamentary procedures and Board operations. Understanding of the governance duties of care, loyalty, and obedience. Previous JLIR Board experience.

**SKILLS ACQUIRED:** Organizational, administrative, and interpersonal skills. Leadership and public speaking. Able to collaborate with League Committees and Board. Networking opportunities within the community.

## **IMMEDIATE PAST PRESIDENT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The Immediate Past President provides advice and leadership to the Board regarding past practices

and other matters to assist the Board in governing the League. She shall support the President and the President-Elect on an as needed basis. She also acts as Chair of the Nominating and Placement Committee and the Chair of the Awards Committee. She shall guide, mentor, and encourage the members of her committees, the Board of Directors, and the League membership as a whole.

**TIME COMMITMENT:** Minimal. Approximately 5 hours per month. Board & General Membership Meetings monthly. Meetings as needed with Councils & Committees.

**SKILLS REQUIRED:** Understanding of parliamentary procedures and Board operations. Understanding of the governance duties of care, loyalty, and obedience. Previous JLIR BOD experience. Served the League as leader, organizer, & planner.

**SKILLS ACQUIRED:** Leadership and organizational visioning skills. Organizational, administrative, and interpersonal skills. Public speaking. Ability to collaborate with League Committees and Board. Community networking opportunities.

## **FINANCE VICE PRESIDENT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The Finance VP is responsible for ensuring that the proper oversight of and reporting on the JLIR funds takes place. She is also responsible for insuring that financial policies governing the handling of the League's funds are in place and for suggesting new ones or deletion/alteration of current ones as she feels appropriate. She shall guide, mentor, and encourage the Board and the League membership as a whole. The Finance VP is responsible for presenting a budget to the Board before the start of the fiscal year and for overseeing the process of monitoring and reporting fiscal performance against policy during the course of the year. She is responsible for ensuring the audit/financial review takes place annually as well as works collaboratively with our bookkeeper. The Financial VP is the custodian of all funds, receives all monies, distributes funds as authorized in accordance with the budget, ensures that monthly reconciliations of bank account statements take place on a timely basis, prepares and presents a financial report at each BOD meeting and at GMM as needed, submits financial report to be audited annually, selects and recommends the types and amount of insurance to the BOD, acts as a consultant on JLIR finances and budget to the Board and membership when requested, and delivers all financial records promptly to her successor.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with consultants, bookkeeper, and Board. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Strong written, oral, and interpersonal communication skills. Timeliness. Ability to meet deadlines. Ability to work with other League members to facilitate communication throughout the League and community. Ability to read and explain financial reports. Understanding of fund development. Familiarity with banking procedures, budgeting, and financial management.

**SKILLS ACQUIRED:** Better understanding of non-profit fiduciary responsibility and human resources practices.

## **FINANCE VICE PRESIDENT-ELECT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The Finance VP-Elect is responsible for assisting the Finance VP. She will help ensure that the proper oversight of and reporting on the JLIR funds takes place. She will help to insure that financial policies governing the handling of the League's funds are in place and for suggesting new ones or deletion/alteration of current ones as she feels appropriate. She shall guide, mentor, and encourage the Board and the League membership as a whole. She will help oversee the process of monitoring and reporting fiscal performance against policy during the course of the year. She will assist the Finance VP with the annual audit/financial review and work collaboratively with our bookkeeper.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with Finance-VP, consultants, bookkeeper, and Board. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Strong written, oral, and interpersonal communication skills. Timeliness. Ability to meet deadlines. Ability to work with other League members to facilitate communication throughout the League and community. Ability to read and explain financial reports. Understanding of fund development. Familiarity with banking procedures, budgeting, and financial management. Desire to become Finance-VP the following year.

**SKILLS ACQUIRED:** Better understanding of non-profit fiduciary responsibility and human resources practices.

## **COMMUNICATIONS VICE PRESIDENT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The Communications VP oversees the Communication Council and a communication program that shall be comprehensive, encompass publications, and maintain media relations, publicity, and advertising integrated into a goal centered approach. She shall guide, mentor, and encourage the members of her council. The Communications VP shall keep minutes of all meetings and proceedings of this League and the Board of Directors. She shall publish a newsletter to inform, educate, and inspire the membership. It may be distributed by email. All media submissions must be approved by the Communications VP before submission to any media source. The Communications Council shall strive to inform and educate the community and membership about the League's purpose and activities. Public awareness and education on problems and needs within our focus area are critical. The Communications VP shall oversee a program that creates positive and professional impressions among the League and community. The Communications VP shall strive to follow the branding standards set by AJLI.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with Community Council Committees. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Strong written, oral, and interpersonal communication skills. Timeliness. Ability to meet deadlines. Ability to work with other League members to facilitate communication throughout the League and community.

**SKILLS ACQUIRED:** Bettered written, oral, and interpersonal communication skills. Community relations. Branding.

## **COMMUNITY VICE PRESIDENT**

## **BOARD PLACEMENT**

**JOB DESCRIPTION:** The Community Vice President shall assist the President in community affairs. She shall chair the Community Council. The Community Vice-President shall assume the duties of the President in absence of the President and the President-Elect. The Committees under this Council shall be Community Research and Program Development, Community Impact Projects, State Public Affairs, and all community programs voted by the membership for the fiscal year. She shall assist in overseeing each Provisional class CIP with the Membership VP. She shall guide, mentor, and encourage the members of her Council.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with Community Council Committees. Hours as needed per week during specific event times; potential hours to increase during major events.

**SKILLS REQUIRED:** Interest in learning more about the non-profit organizations in Indian River County.

**SKILLS ACQUIRED:** Public speaking. Volunteer mgmt. Strategic planning, team building, & community networking.

## **FUND DEVELOPMENT VICE PRESIDENT**

**BOARD PLACEMENT**

**JOB DESCRIPTION:** The Fund Development Vice President shall oversee all fundraising activities. She shall chair the Fund Development Council. The committees under this council shall include the Fund Development/Solicitation Committee and all fundraising committees approved yearly by the membership. She shall guide, mentor, and encourage the members of her council.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with Fund Development Council Committees. Considerable hours as needed per week during specific event times; hours to increase during major events.

**SKILLS REQUIRED:** Ability to work independently. Timely and organized. Interest in learning more about the financial management of JLIR. Volunteer or event management. Familiarity with grant writing and/or fund development.

**SKILLS ACQUIRED:** Fundraising development and management. Event management skills. Public speaking. Presentation/facilitation skills. Time management.

## **MEMBERSHIP VICE PRESIDENT**

**BOARD PLACEMENT**

**JOB DESCRIPTION:** The Membership VP shall chair the Membership Council. The committees under this Council shall be Membership Development and Outreach, Education/Training, and Membership Activities. She shall guide, mentor, and encourage the members of her council to develop better connections amongst the League, educate the League, increase membership, and boost League morale. She shall assist the President and President-Elect in planning General Membership Meetings.

**TIME COMMITMENT:** Board meetings monthly. Meetings as needed with Membership Committees. Hours as needed per week during specific event/membership training; potential hours to increase during major events.

**SKILLS REQUIRED:** Ability to motivate and manage others, ability to delegate appropriately, conflict management, meeting management, mentoring, volunteer management, annual planning.

**SKILLS ACQUIRED:** Public speaking, negotiation skills, membership development, volunteer management, interpersonal communication skills. Leadership skills. Presentation skills. Mentoring. Time mgmt. Strategic planning, team building.

# **ADMINISTRATIVE COUNCIL**

All Administrative Council positions report to the President.

## **FUTURE PLANNING AND REVIEW COMMITTEE**

**DUAL PLACEMENT**

**PURPOSE:** This committee serves as the “THINK TANK” of JLIR.

**JOB DESCRIPTION: Strategic Planning:** Members (preferably Committee Chairs) are chosen to represent a variety of functional areas of the League and serve as the “Cross-Functional” team. Committee does not write, but compiles the Strategic Plan, monitors its implementation, evaluates, and makes recommendations for changes to the Plan.

**TIME COMMITMENT:** Meetings as scheduled by the committee.

**LOCATION:** League office.

**SKILLS REQUIRED:** Must be serving on another committee. One or two members need strong computer experience to compile the Plan. Position requires thorough knowledge of the governing documents.

**SKILLS ACQUIRED:** Understanding of the policy-making process and future-planning process.

**INCOMING CHAIR:** President

**VOLUNTEERS NEEDED:** Two

## **NOMINATING & PLACEMENT COMMITTEE**

**DUAL PLACEMENT**

**PURPOSE:** To prepare a slate of candidates for elective offices and to slate delegates for training opportunities; to promote leadership in our League and our community. To assist and advise all League members in fulfilling their commitments: to further our goal of “Membership Satisfaction” within the League and serve the community by providing responsible volunteers.

**JOB DESCRIPTION:** This Committee slates members for the Board of Directors and selects delegates for various conferences. The Committee is responsible for the Willingness to Serve forms distributed in September. This committee annually matches members with their desired League committee placements, facilitates changes of status, and publishes the Placement Brochure. This committee is responsible for the Placement Selection forms distributed in January.

**TIME COMMITMENT:** Monthly committee meetings, phone calls, emails, and/or personal contact with the members as needed; additional time spent in placement process from January to April on Brochure and interviews.

**LOCATION:** To be determined by Committee.

**SKILLS REQUIRED:** Requires broad knowledge of League structure and elected leadership positions and knowledge of the skills of the members; ability to evaluate objectively and keep information **confidential**. Must be serving on another Committee.

**SKILLS ACQUIRED:** In-depth knowledge of JLIR structure and purpose; awareness of future planning requirements.

**INCOMING CHAIRS:** Immediate Past President

**VOLUNTEERS NEEDED:** Two or three

## **BYLAWS COMMITTEE**

**DUAL PLACEMENT**

**PURPOSE:** To study and revise the Bylaws, Standing Rules, and Policies of this League. This is not a full placement and shall not be considered so. This committee is also in charge of the governance documents, bylaws, standing rules, external policies, and internal policies.

**JOB DESCRIPTION:** The Committee reviews Committee and Board requested changes for form and consistency. Once

changes are voted on, it updates the documents on the computer. It also reviews AJLI changes to make sure that we are in compliance.

**TIME COMMITMENT:** Meetings as scheduled by the Committee.

**LOCATION:** To be determined by committee.

**SKILLS REQUIRED:** Must be serving on another Committee. Position requires thorough knowledge of the governing documents. Familiar with AJLI.

**SKILLS ACQUIRED:** In-depth knowledge of JLIR policies and procedures.

**INCOMING CHAIRS:** President-Elect

**VOLUNTEERS NEEDED:** Two or three

## COMMUNICATIONS COUNCIL

All Communications Council positions report to the Communications VP.

### **YEARBOOK CHAIR**

**FULL PLACEMENT**

**PURPOSE:** To provide an easy to use directory of all League members and committees, plus other vital information.

**JOB DESCRIPTION:** This is a summer placement and the yearbook must be distributed to the membership in September. The Communications VP works closely with this Committee which receives and compiles information from all Committees within the League and all members. This information is then organized, produced on the computer, and prepared for publication. The yearbook will be available to all Active, Provisional, and Sustaining members. The format of the yearbook may change depending on guidance from the Board of Directors. The publication may be available electronically on the website if it is determined by membership to be preferable.

**TIME COMMITMENT:** Heavy summer time commitment.

**LOCATION:** League office or at your computer.

**SKILLS REQUIRED:** Organizational skills and computer knowledge are a must! Design experience is a plus. Some simple training will be required.

**SKILLS ACQUIRED:** Data entry and basic computer skills will be utilized. Working with commercial printing and job bidding will be introduced if yearbook is printed.

**INCOMING CHAIR:** Open

### **PUBLIC RELATIONS COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To create, maintain, and enhance the positive image and representation of JLIR; to act as conduit to the



community spreading the news of upcoming programs, activities, and messages as well as recapping them through integrity-based creative positioning; moving the public to attend events; enhances the relationship between sponsors, vendors, media, and public with the League.

**JOB DESCRIPTION:** Work with the Committee Chairs and Board to spread JLIR messages. This includes but is not limited to writing press releases, taking pictures, attending committee meetings and events, setting up Facebook Event pages, continuing to build relations with all local members of the media and sponsor partners, and posting and reposting the most up-to-date happenings to the media; going through the approval process in a timely manner. Press releases must be submitted to media outlets in a timely manner for events including but not limited to fundraising endeavors/events, annual dinner, and volunteer events.

**TIME COMMITMENT:** Hours as needed per week during specific event times; potential hours to increase during major events.

**LOCATION:** Most work is completed through a computer with the exception of event times.

**SKILLS REQUIRED:** Computer literate, strong verbal and writing abilities, organization and accountability to update posts, positive attitude, and a team player to work the extra hours with a certain program if needed. Ability to facilitate communication with Committee Chairs and work closely with Website/Social Media Chair.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Two

## **WEBSITE/SOCIAL MEDIA CHAIR**

**FULL PLACEMENT**

**PURPOSE:** To provide an attractive, organized, and easy-to-use website for all members, potential members, supporters, media, and the general public. The website will be a resource tool for members of this League.

**JOB DESCRIPTION:** Page contents need to be reviewed on a regular basis and updated as necessary to provide members and the public with current information on upcoming meetings, events, and community projects. Text, photos, and documents will need to be gathered (usually via email) and added/uploaded to the site. Photos may need to be compressed for size. Documents may need to be converted to PDF format before uploading. Requests for changes and updates will come from one or more board members and/or committee chairs TBD. Maintain and regularly update public JLIR Facebook page and any other JLIR accounts in social media.

**TIME COMMITMENT:** Hours as needed per week during specific event times; potential hours to increase during major events.

**LOCATION:** Website updates can be done from any computer (Mac or PC) with Internet access and software to open and read documents in PDF, Word, Excel, or PowerPoint format.

**SKILLS REQUIRED:** Organizational and communication skills to process requests for website updates, gather information and documents, and keep track of changes to the website. Knowledge of website systems is desired, but not necessary (a manual is available as is training by other JLIR members). Proficiency with computers, navigating websites, and word processing. Writing, editing, and photography skills are all helpful, but not necessary.

**INCOMING CHAIR:** Open

# COMMUNITY COUNCIL

All Community Council positions report to the Community VP.

## **COMMUNITY IMPACT PROJECTS COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** Determine projects that will help fulfill the community's needs, develop those projects, and coordinate with participating League members.

**JOB DESCRIPTION:** The Committee develops one day projects based on applications received from non-profit organizations. The goal is to develop projects that will be timely and fulfilling to our members while affecting change in our community. Each Chair will be responsible for coordinating/planning **ONE** project and supporting others in their efforts as needed. Work with Public Relations Committee to ensure press coverage of events.

**TIME COMMITMENT:** Meetings scheduled as needed. Heavy time commitment one month out of the year for each Committee member with the rest of the year being very light.

**LOCATION:** To be determined by Committee.

**SKILLS REQUIRED:** Project organization, patience, and positive attitude make this a successful placement.

**SKILLS ACQUIRED:** Communication skills, great way to allow one to make community contacts.

**INCOMING CHAIRS:** Open

**VOLUNTEERS NEEDED:** Four

## **COMMUNITY RESEARCH & DEVELOPMENT COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** Research and develop a plan to implement a new Ground Floor Project or Area of Focus. Work to identify issues that Junior League members feel are of importance on a state and local level and whose duties include but are not limited to: 1. To identify local community needs. 2. To identify and evaluate future programs for potential development. 3. To recommend potential programs. 4. To monitor existing programs. 5. To make appropriate recommendations of existing programs for their continuation, alteration, or termination. 6. To educate the membership on issues of local community concerns. 2016-17 Present Ground Floor Project or Area of Focus proposals prior to 2017 voting.

**TIME COMMITMENT:** To be decided by Committee.

**LOCATION:** To be decided by Committee.

**SKILLS REQUIRED:** Possible computer technology background and possible community awareness. Planning skills.

**SKILLS ACQUIRED:** Communication skills, great way to allow one to make community contacts. Community engagement.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Six

## **STATE PUBLIC AFFAIRS COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** SPAC will work to identify issues that Junior League members feel are of importance on a state and local level. Works collaboratively with the Florida chapter of SPAC. Educates and informs membership on issues of local or state concern.

**FL. SPAC Background info:** The Junior Leagues of Florida State Public Affairs Committee (SPAC) has been the advocacy arm of the Junior Leagues of Florida for nearly 40 years, monitoring the state legislative process and addressing issues of political importance to our members. The State of Florida boasts 25 Junior Leagues, with combined membership of over 11,000 women. Each Florida Junior League that chooses to participate in the advocacy process sends delegates to state meetings and conferences throughout the year to research and debate the issues of the day, and then:

1. Advocate for specific legislation at the state and national levels that is relevant to our key issue areas
2. Educate our member Leagues about advocacy and public policy
3. Coordinate the exchange of information from community-based League projects to policymakers.

Over the years, we have weighed in on various topics, including bicycle helmets for children under 16, the Environmental Growth Management Act of 1995, the '911' Emergency Medical System, child abuse, domestic violence, juvenile justice, education, healthy foods and human trafficking.

**TIME COMMITMENT:** To be decided by Committee.

**LOCATION:** To be decided by Committee.

**SKILLS REQUIRED:** Interest in local and state issues & advocacy. Willingness to travel and work collaboratively with other Leagues.

**SKILLS ACQUIRED:** Increased awareness and knowledge of issues at the local and state level.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Two or three

# **FUND DEVELOPMENT COUNCIL**

All Fund Development Council positions report to the Fund Development VP.

## **SPRING FUNDRAISER - WOMAN OF THE YEAR COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To plan and implement this fundraising event to raise funds for JLIR community programs. This one-day event features local women who are nominated by their peers in recognition of their contributions to our community.

**JOB DESCRIPTION:** Work within a committee structure to secure nominations, advertisers, sponsorships, and venues and to assemble/design with the assistance of retained professionals the Woman of the Year program. Chair and Committee members begin meeting in late-summer to plan and map out event; sub-committees to be established to work on various areas needed to ensure a successful event. Work with Public Relations Committee to ensure press

coverage of events.

**TIME COMMITMENT:** Heavy time commitment with monthly meetings, meeting frequently as needed near the date of the event.

**LOCATION:** To be determined by Chair.

**SKILLS REQUIRED:** Knowledge of marketing, organizational, and communication skills.

**SKILLS ACQUIRED:** Learn the art of planning and organizing an event that is received in a very positive manner by our community, appreciate the time and energy that goes into implementing an event that draws hundreds of community members while honoring women who shape Indian River County.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Six to Eight

## **FALL FUNDRAISER (i.e. BURRITO BASH) COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To plan and implement this fundraising event to raise funds for JLIR community programs. The money raised from this event supplements the money raised in Woman of the Year.

**JOB DESCRIPTION:** Work within a committee structure. Work with Public Relations Committee to ensure press coverage of events.

**COMMITTEE RESPONSIBILITY:** Chair and committee members begin meeting in late-spring to plan and map out event; sub-committees to be established to work on various areas needed to ensure a successful event.

**TIME COMMITMENT:** Heavy time commitment with monthly meetings, meeting frequently as needed near the date of the event.

**LOCATION:** To be determined by Chair.

**SKILLS REQUIRED:** Knowledge of marketing, organizational, and communication skills.

**SKILLS ACQUIRED:** Learn the art of planning and organizing an event that is received in a very positive manner by our community, appreciate the time and energy that goes into implementing an event that draws hundreds of community members. Learn event planning and fundraising skills on a smaller scale to improve skills.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Six to Eight

# **MEMBERSHIP COUNCIL**

All Membership Council positions report to the Membership VP.

## **MEMBERSHIP DEVELOPMENT & OUTREACH COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To recruit, educate, train, and counsel Provisionals. To oversee the admissions procedures in accordance with the Bylaws and recommend proposed individuals for membership to the Board. This Committee will be additionally responsible for reaching out to and educating the community about JLIR by identifying and recruiting new members.

**JOB DESCRIPTION:** Responsibilities include planning and implementing the Provisional Training Course to be held twice a year and coordinating the Provisionals' placement. Committee is also responsible for overseeing the Provisional Community Impact Project with the help of the Community VP. The Committee coordinates the admissions procedures and hosts informational sessions. The Committee identifies avenues for telling the "JLIR Story" to the community, maintains a database of potential candidates, and coordinates distribution of prospective member packets.

**TIME COMMITMENT:** This Committee will meet in early summer to plan the Fall Provisional class (September) and will meet again in early winter to prepare for the Spring Provisional class (January). Each Provisional class will complete a training course as specified in the By-Laws. Meetings as needed. Outreach efforts include writing letters, identifying and matching groups and appropriate speakers, public relations, encouraging new membership, etc.

**LOCATION:** League office.

**SKILLS REQUIRED:** Organization, facilitation, public speaking. Interpersonal communication.

**SKILLS ACQUIRED:** Committee members will sharpen their organizational skills; opportunities are open for meeting coordination, public speaking, and facilitation.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Four to six

## **MEMBERSHIP ACTIVITIES COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To meet the social and working needs of the League. To act as a liaison between League and meeting facilities used. To facilitate camaraderie and connections amongst League members.

**JOB DESCRIPTION:** This Committee is responsible for the arrangements of the General Membership Meetings, including facilitation and hospitality. Provide refreshments, set-up and breakdown for the meetings. This Committee organizes at least two social activities of the League in addition to the December Holiday Party and the May Annual Dinner. Plan and coordinate summer social activities.

**TIME COMMITMENT:** Meetings and planning as needed; set-up and cleanup at the General Membership or other social activities

**LOCATION:** Flexible-on-site for meetings, special events.

**SKILLS REQUIRED:** Organization and communication skills, ability to be a liaison between League and meeting facilities.

**SKILLS ACQUIRED:** Working knowledge of League functions, event planning.

**INCOMING CHAIRS:** Open

**VOLUNTEERS NEEDED:** Four to six

## **MEMEMBERSHIP EDUCATION & TRAINING COMMITTEE**

**FULL PLACEMENT**

**PURPOSE:** To ensure the continuing education of the membership so that JLIR members may gain the knowledge and training necessary for effective volunteer service and leadership roles.

**JOB DESCRIPTION:** This Committee is responsible for arranging and accommodating for GMM speakers and education/training activities.

**TIME COMMITMENT:** Meetings and planning as needed.

**LOCATION:** Flexible-on-site for meetings, special events.

**SKILLS REQUIRED:** Organization and communication skills.

**SKILLS ACQUIRED:** Working knowledge of League functions, community outreach.

**INCOMING CHAIR:** Open

**VOLUNTEERS NEEDED:** Two to four

## **PROVISIONAL MEMBERS MENTOR CHAIR**

**FULL PLACEMENT**

**PURPOSE:** Increase commitment of members and sense of connection to the League. Increase members' knowledge of the League's mission, history and accomplishments. Strengthen communication and collaboration amongst membership and across committees. Build and retain a well-rounded membership.

**JOB DESCRIPTION:** Assist mentors to help Provisionals feel welcome in the League through mentor matching and training. Assist, remind, and support mentors to do the following: learn what motivated the Provisional to join the League and what they hope to gain from their involvement; encourage the Provisional to attend GMMs, socials, and CIPs; help the Provisional identify opportunities to apply her skills and experience to specific League projects and activities; educate the Provisional on the history, mission and accomplishments of the Junior League of Indian River; encourage the Provisional to take active roles on committees, gauge her skills, talents and interest in taking on future leadership positions, and communicate the Provisional's interest and potential for assuming Leadership roles to the Nominations VP; ask the Provisional for suggestions on how to improve her League experience.

**TIME COMMITMENT:** Meet with the Membership Development & Outreach Committee and Chair in early summer to assist in planning of the Fall Provisional class training (September) and will meet again in early winter to prepare for the Spring Provisional class (January). Each Provisional class will complete a training course as specified in the By-Laws. Meetings as needed to organize mentors for each new Provisional class and with mentors to help in mentoring process.

**LOCATION:** Flexible-on-site for meetings, special events. To be determined by Chair.

**SKILLS REQUIRED:** Organization, facilitation, interpersonal communication.

**SKILLS ACQUIRED:** Sharpen your organizational skills; opportunities are open for meeting coordination and facilitation. Bettered one-on-one communication.

**INCOMING CHAIR:** Open