



College Club of Canton

Roles & Responsibilities

Revised May 2015

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AUDITING CHAIRPERSON



JOB DESCRIPTION / REVISED 2006 [\(top\)](#)

The AUDITING CHAIRPERSON shall:

- **Attend all College Club board and general meetings.**
- **Choose two to four other College Club members to serve on the Auditing Committee.**
- **Examine each month's financial statement, reconciling the balances from month to month and questioning items as necessary.**
- **Examine and verify the Club's financial record twice a year making sure that each transaction is recorded in the correct one of our funds.**
- **Prepare audit reports to be presented to the board.**
- **Call a professional outside auditor to do a review after June 1.**
- **Maintain CCC AUDITING Notebook.**
- **You or the Treasurer shall give the Historian a copy of the outside auditor's report for permanent records at McKinley Museum in May.**

COMMITTEE

After being selected as Auditing Chairperson, select people you wish to serve on your committee. It is recommended that a past Treasurer or past Auditing Committee member be included on the committee. Submit an alphabetical list of committee members to the President and Second Vice President for inclusion in the yearbook by June 1.

AUDITING

Arrange with the Treasurer for convenient times for the committee to audit the books. Complete a report of the finding of each audit and present it to the board at the meeting following the audit. Give a copy of the report to the President and one to the Recording Secretary to be filed with the minutes.

May – Combined Board Meeting (1st)

Read Job Description and review materials received. Meet with the outgoing Auditing Chairperson to receive materials and information. The new Auditing Chairperson officially assumes her role after the June audit by the previous year's chairperson.

To familiarize yourself with the Treasurer's books, procure from the Treasurer and read:

- Treasurer's job description
- "Directions for Keeping the Journal, Ledger, and Loan Pages"
- "Financial Organization of the College Club of Canton"
- "Chart of Accounts for College Club"

September to May – Board Meetings

Attend board meetings and be prepared to report. Send a committee representative, as a non-voting representative, or give your report to another board member if you cannot be present.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

Attend general meetings.

January AND June – Auditing Committee Meetings:

Suggested meeting times are in January to audit through December 31 and in June to audit through May 31, the end of the fiscal year. The committee can meet sooner and oftener if they deem it necessary.

The Committee's examination of the Treasurer's books should include a check on all financial transactions during the auditing period. The Committee's reports should verify:

- 1) *That all expenditures were properly authorized*
- 2) *That all receipts posted in the Journal were entered in the receipt book*
- 3) *That the General Ledger cash totals agreed with the bank books and statements*
- 4) *That the checkbook reconciled with the bank statements*
- 5) *That all expenditures from the checkbook and cash were recorded in the journal*

- 6) *That the account totals in the Treasurer's monthly reports agreed with the account totals in the Ledger*
- 7) *That the General Ledger balanced*
- 8) *That the balances and transactions in the Scholarship Loan pages agreed with the balance of Account #150, Scholarship Loans Receivable.*
- 9) *That the money from the General Fund, Scholarship Loan Fund and Ruth Wolter Endowment Fund were not mixed.*

Safe Deposit Box:

Box #374 is located at the 30th Street branch of Chase Bank. The Treasurer and Scholarship Loan Chairperson have keys. The President, Treasurer and Scholarship Loan Chairperson have access to the box; two signatures are required for access. The box contains all the current SL and RWTG contracts, the Club's charter, *(The Charter seems to be missing 5/06)* IRS Letter of Determination and our non-profit mailing permit. The Auditor may need or wish to examine the contents of the box with some of the above mentioned board members to verify that we have contracts there for all currently outstanding Scholarship Loans and Ruth Wolter Endowment Tuition Grants.

June OR July – Outside Professional Review:

Make arrangements with an outside auditor to review the treasurer's books after May 31, the close of the fiscal year. The Treasurer will need at least a few weeks to finalize her work prior to the committee's audit and then the accountant's review. *(It is the Treasurer's responsibility to see that she or the auditor delivers and picks up the books from the accountant – whoever it is more convenient for)*

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum. Meet with the incoming Auditor to exchange information and materials and to provide guidance and information.

Prepare materials for transfer to the new Auditing Chairperson after the June audit has been completed by your committee.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

CALLING COMMITTEE



JOB DESCRIPTION / REVISED 2015 [\(top\)](#)

The chairman shall:

- **Attend all College Club board and general meetings**
- **Update member list for the purpose of calling/email**
- **Create a calling committee to call those members who request it**
- **Email a notice to all general meetings with basic information to all email addresses**

May-combined board meeting (1st)

Officially assume role. Meet with outgoing chairperson to receive information and materials concerning the office. Read job description. Review material received.

June-August

Create a calling committee for members who request it

August-May

Create an email invitation for each meeting to be sent to all (email) members. At this time Evite is being used

September-May

Attend all board meetings. If you cannot attend, send or email a report with/to another board meeting

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with the approval by the Board, providing bill or receipt is submitted with the "Bill Submitted" receipt form

CORRESPONDING SECRETARY



JOB DESCRIPTION / REVISED 2015 ([top](#))

The CORRESPONDING SECRETARY shall:

- **Attend all College Club board and general meetings, when possible.**
- **Keep a record of Club members' deaths during the year**
- **Report written any resignations and deaths of members at board meetings so that all files can be updated. Send information to Membership Chairperson.**
- **Send other correspondence as required: thank you notes, get well cards, invitations, or congratulations, etc.**
- **Maintain CCC CORRESPONDING SECRETARY Notebook.**

May – Combined Board Meeting (1st)

Officially assume role of Corresponding Secretary.

September to May – Board Meetings

Attend all board meetings. When possible. If you are unable to attend, send a report with another board member.

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May - Combined Meeting (Last)

Give the 2nd Vice-President a printed alphabetical list of members who died for inclusion in the memorial section of the yearbook. Deaths between May 1 of previous year and April 30 of current year shall be included.

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Corresponding Secretary to exchange information and materials.

Purchase a gift from the Club and present it to the outgoing president at the installation of the new President either at the May program or the May board meeting.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

FINANCIAL SECRETARY



JOB DESCRIPTION / REVISED 2015[\(top\)](#)

The FINANCIAL SECRETARY shall:

- **Attend all College Club board and general meetings.**
- **Keep a corrected list of all members of College Club.**
- **Receive and collect dues.**
- **Deposit the money collected with the Treasurer.**
- **Notify members whose dues are unpaid after May 1.**
- **Assist the Treasurer with the record keeping.**
- **Send a list of donations to the Corresponding Secretary.**
- **Maintain Financial Secretary's file box**
- **Maintain CCC FINANCIAL SECRETARY'S Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

I. Maintain Current Record of Membership

- A. July: Obtain membership spreadsheet from 2nd Vice President and membership cards in metal card file from previous Financial Secretary**
 - 1. Throughout the year, the Membership Chairperson will e-mail changes to the Financial Secretary, 2nd Vice President, and Mailing Committee Chairperson. Update the spreadsheet and the member's card or create a card for new members.**

II. Dues Collection

- A. Update the membership spreadsheet to add columns for:**
 - 1. Dues**
 - 2. Program Donations**
 - 3. Ruth Wolter Donations**
 - 4. Vivian Geltz Donations**
 - 5. Total Received**
 - 6. Check Number**
 - 7. Date Received**

- B.** At the end of the membership list, Auto Sum columns 1-5 listed above to determine the total amount collected for each. You will use this information to prepare a transfer of funds form for the Treasurer (instructions to follow).
- C.** After the Dues' Statement is mailed to the members in February, you will begin to receive checks/cash and the Due's Statement (to be included with payment) from members.
1. Record the members' contributions on the spreadsheet.
 2. File the Dues' Statements in alphabetical order in a large 3-ring notebook. If the member did not return the Dues' Statement with her payment, print her name on a blank form and file it in the notebook.
 3. Prepare a Deposit Record for the Treasurer
 - a. Member name, check #, amount paid
 - b. Auto Sum the amount paid column to reflect the total
 - c. Print 2 copies
 - i. Give one copy to the Treasurer with the checks/cash received
 - ii. Keep one copy for your records in the 3-ring notebook
 4. Place a tab on each Dues' Statement in the 3-ring notebook containing any type of change that the member has noted. (ie: e-mail, phone number)
 - a. Update your membership cards and the spreadsheet
 - b. E-mail a list of changes to the Membership Chairperson, 2nd Vice President, and the Mailing Chairperson so they can update their records.
- D.** Create a spreadsheet to record members who have marked on the Dues' Statement an interest in becoming a Club Officer or a Committee member.
1. For the May Board Meeting, print copies of your spreadsheet for the Nominating Board Officer, for each Committee Chairperson, and for the 2nd Vice President.
- E.** Past-Due Collections
1. The Financial Secretary will contact every member whose dues have not been received by the April 1st due date as a reminder and to notify each member of the \$5 late fee.
 2. During the last week of April, a collection letter will be sent to any member whose dues have remained unpaid as a reminder that they have until June 1st to pay the dues plus the \$5 late fee or they will be dropped from membership.
 - a. To resign in good standing, a written notice of resignation must be sent to the Membership Chairperson by June 1st.
- F.** Prepare forms for the Treasures to transfer the total amount of money received from Dues, Programs, Ruth Wolter, and Vivian Geltz (the total of the columns you added to the Membership spreadsheet).
1. Use the Blue "Bill Submitted to the College Club of Canton" forms provided by the Treasurer.

- a. Transfer member dues to the bank account
 - b. Transfer member donations for Programs to the Operating account
 - c. Transfer member donations for Ruth Wolter to the Tuition Grant account
 - d. Transfer member donations for Vivian Geltz Scholarship to the Scholarship account
- G.** Send final total amount collected for Dues, Programs, RW Tuition Grant, and VG Scholarship to the Corresponding Secretary
- H.** Prepare a list of members and total amount paid for the Cum Laude (\$1-\$25), Magna Cum Laude (\$26-\$64), and Summa Cum Laude (\$65 and up) to be included in the next Yearbook.
- 1. Sort final Membership spreadsheet by the Total column
 - 2. Send to 2nd Vice President and bring a copy to the Yearbook meeting in June
- III.** Attend Yearbook meetings in June and July to prepare next year's book.
- A.** The following officers and chairpersons are required to attend the meeting or they must send a substitute
- 1. 2nd Vice President
 - 2. Financial Secretary
 - 3. Membership Chairperson
 - 4. Mailing Chairperson
- B.** Membership records kept by all listed above will be compared and corrected
- 1. Bring current Membership spreadsheet
 - 2. Card file
 - 3. Last year's Yearbook
 - 4. List of deceased, dropped/resigned and new members from the past year
- C.** Save finalized spreadsheet for next year's work
- IV.** Attend September through May Board Meetings
- A.** Attend monthly Board Meetings
- 1. Prepare a Financial Secretary report to present to the Board Members
 - a. E-mail your report to the Recording Secretary prior to the meeting
- B.** Maintain the Financial Secretary notebook
- 1. Meeting agendas, minutes, attachments, and other handouts received at the meeting

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the **"Bill Submitted"** request form. ([top](#))

HISTORIAN



JOB DESCRIPTION / REVISED 2015 [\(top\)](#)

The HISTORIAN shall:

- **Attend all College Club board and general meetings.**
- **Keep press notices of the Club, all programs rendered under the auspices of the club, and other matters of historic interest to the club.**
- **Create a scrapbook giving the year's history.**
- **Update file cards.**
- **Serve as custodian of all the scrapbooks.**
- **Receive materials appropriate for permanent records at McKinley Museum in May. Transfer them to the club's records to our cabinet, which is located in the McKinley Presidential Library and Museum, 800 McKinley Drive, NW, Canton, OH 44708.**

May – Combined Board Meeting (1st)

Attend this meeting and receive materials and information from outgoing Historian. Check for information on scrapbook. Read job descriptions. Review materials received.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

May to May – Scrapbook Creation:

Clip and insert all articles and pictures pertaining to College Club that appear in the local print media. Ask for clippings from all local sources.

Insert the yearbook, program information, pictures from meetings, and any additional items of historical interest, such as special recognition of a Club member or obituaries of members who have died during the current year.

Display scrapbook at the May Program meeting and other meetings as appropriate.

Scrapbooks dating from 1919 to the present are stored in the College Club's storage cabinet in the Ramsayer Library at the Stark County Historical Society at the McKinley Museum—800 McKinley Monument Drive NW.

A key is available from the SCHS Librarian. Check with the library for its current hours.

May – Official Club Records and Historical Society:

Throughout the year collect any materials appropriate for the permanent records from any board member. *Board members' job descriptions remind them to give you their materials at the last combined board meeting.* Materials include yearbooks, scrapbooks, older card files, minutes, and financial records.

After receiving the materials from the previous year from the respective board members, place them in your record box:

- Yearbook (*2nd VP*)
- Scrapbook (*Historian*)
- Older Card Files (*Historian*)
- Minutes (*Recording Secretary keeps 5 years of records*)
- Financial Records (*Treasurer – See “Directions for Organizing Financial Records” at the Historical Society that are in the cabinet at the Society in a box on the bottom shelf.*)
- Update the list with all of the recipients of the SL and RWTG applicants and recipients and replace in the cabinet

OFFICIAL CLUB RECORDS-MAY TO MAY

During her term, the current historian should make sure that she, or someone she designates, places the following items ANNUALLY in our cabinet at the McKinley Presidential Library and Museum:

- a. Yearbook-get from the 2nd VP-put in existing box of yearbooks
- b. Scrapbook that she has just made-put on upper shelves, if room
- c. Minutes-get from recording secretary-she keeps about 5 years at home, but older ones go in existing notebook in cabinet
- d. Financial records-get from treasurer- she keeps several years in case of an IRS audit-most older records are destroyed except for critical items, such as professional auditor's year-end reports and tax records-put these on bottom shelf-(auditors' reports in cardboard box and taxes in file box)
- e. Newsletters- get from the person in charge of them-put in existing notebook
- f. Program list- get from program chair-add to existing program folder from 1990's onward
- g. Loan and Grant recipient lists-get from SL and RW chairs-put in existing

notebook

May - Combined Meeting (Last)

Attend the combined board meeting. Collect materials appropriate for storing with our permanent records in our record box.

Meet with the incoming Historian to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

HOSTESS CHAIRPERSON



JOB DESCRIPTION / REVISED 2015 [\(top\)](#)

The HOSTESS CHAIRPERSON shall:

- **Attend all College Club Board and general meetings.**
- **Secure committees of members for formal teas and/or continental breakfasts.**
- **Be custodian of the Club's silver.**
- **Provide ice water for the speaker.**
- **Maintain CCC HOSTESS Notebook including an accurate record of all accounts, details of each meeting, and any other information pertaining to this committee that should be given to the next chairperson. The President will inform you of the amount of money budgeted for your committee.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

May – Combined Board Meeting (1st)

Officially assume role. Attend the combined board meeting and meet with the outgoing chairperson to exchange information and materials. Read job description and review materials received.

Inventory the supplies received from previous chairpersons. See if any of the paper and plastic items can be used this year; discard unusable items.

Inventory silver. Check the Club's silver with the inventory list on the insurance policy and clean the silver if necessary.

August – Tax Exemptions

Obtain tax-exempt forms from the Treasurer and these can be presented to and filed with any merchant from whom purchases are made.

COMMITTEES:

House Committees

Communicate with the House Chairperson two weeks in advance to coordinate the number of tables and chairs needed and their placement.

Refreshment Committees

Select members and a chairperson for all refreshment committees.

Give an alphabetical printed copy of the complete committees and their chairpersons to the President and 2nd Vice-President by June 1 for inclusion in the Yearbook.

Assume responsibility for coffee and tea at general meetings. Ask two Past Presidents to pour coffee and tea at formal tea meetings. Ask members to provide food for a continental breakfast.

Call the House Chairperson in advance and tell her how many tables will be required and where to place them. The House Chairperson will relay this information to the facilities management.

It is customary, but not imperative, to furnish centerpieces;

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

October, November, January, February, March, and April

Set up meeting with committee members

1. Pay the church about 10 days before the meeting
\$175.00 community room rental
75.00 for the volunteer
36.00 (3.00 each tablecloth used 12x3.00)
\$286.00 check for the church
Layout for Community room sent with the check
2. Plan and purchase supplies for the tables (plates, napkins, cups, plastic silverware, and centerpieces
3. Buy creamer, lemon, ice, and check on coffee and tea
4. Friday before meeting setup the tables at the church
5. Design plan for members bringing breakfast. Currently we have envelopes on the tables requesting donations of \$5.00 or coffee cake
6. Saturday, be at the church at 9:00 to plate food and fix the tables
7. Give receipts to treasurer to be reimbursed
8. MOST IMPORTANT CALL MEMEBERS THE MONDAY BEFORE MEETING TO RMIND THEM WHAT THEY SIGNED UP FOR

Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Hostess Chairperson to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. ([top](#))

HOUSE CHAIRPERSON



JOB DESCRIPTION / REVISED 2010 ([top](#))

The HOUSE CHAIRPERSON shall:

- Attend all College Club board and general meetings.
- Work closely with the Program Committee.
- Verify in late summer and again in the new calendar year the meeting places, dates, and times that have already been booked by the Program chairperson for the monthly meetings in October, November, January, February, March, and April.
- Arrive early at each meeting to check all arrangements.
- Make sure that the equipment the Program committee requested is available.
- Take attendance count at each meeting.
- Maintain and display the College Club logo at general meetings.
- Maintain CCC HOUSE Notebook.

COMMITTEES

PROGRAM

After program contracts are finalized, the Program chairperson will notify the House Chairperson of the year's needs pertaining to programs by giving her copies of the contracts.

The Program Committee shall let the House Chairperson know two weeks before the meeting the requirements and equipment needed (microphone, tables, screens, etc.). Obtaining additional equipment not available at the meeting place is the responsibility of the Program Committee.

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing chairperson to exchange information and materials. Read job description and review materials received.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

Report attendance count at the previous general meeting.

October to May - General Meeting

Two weeks prior to each meeting contact the Program Chairperson for meeting details and special needs (lectern, hand-held microphone, etc).

Two weeks prior to each meeting contact the meeting place regarding the final arrangements for the following: place, time, time doors open, available seating, required placement of furniture, parking, coat racks, heat and/or air conditioning, tables for special needs (ballots, refreshments, name tags), displays, microphone, podium, projector, screen, etc.

Turn in the “**Bill Submitted**” request forms then get checks from the Treasurer at the board meeting for rental of the meeting place.

Arrive early on meeting day and recheck all arrangements.

Display framed CCC logo in a visible location at all general meetings.

May – Combined Meeting (Last)

Attend the combined board meeting. Transfer information, materials and CCC notebook. Help orient the new Chairperson to her role.

May and December Programs

These sites are chosen by the President-Elect a year in advance. The House Chairperson may be asked to help make the reservations, however the May and December Programs’ Chairpersons make most of the arrangements.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

MAILING CHAIRPERSON



JOB DESCRIPTION / REVISED 2015 ([top](#))

The MAILING CHAIRPERSON shall:

- Attend all College Club board and general meetings.
- Appoint a committee to assist with mailings.
- Execute all general club mailings.
- Maintain a master computer mailing list.
- Copy the master mailing list to your flash drive as revisions occur, and share with Financial Secretary.
- Update the President's flash drive in April.
- Update the printer price lists and give copies to President, 2nd Vice-President, and Treasurer by March 1 so considerations can be made for next year's budget.
- Maintain CCC Mailing Notebook.
- In May give Historian materials appropriate for permanent records at McKinley Museum.

COMMITTEE

After taking over as Mailing Chairperson, select people to serve on your committee. You may consult the President-Elect for suggestions for someone to be trained to replace you. Submit a typed alphabetical listing of members to the President. All of your committee members may not be needed for every mailing, but it is helpful to have a reserve of people ready to help when needed.

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing Mailing Chairperson to receive information and materials concerning the office. Read Job Description and review materials received

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

After June 1, the Financial Secretary gives mailing chairman list of people paid, anyone dropped, and anyone resigned.

- Manually go through the hard copy list of members from previous year. Mark “R” for resignations, “D” for dropped, “E” for Emeritus.
- Transfer updated info to data disk.
- Export membership file to Excel. That will create zip code page.
- Names of members whose dues are received after will not be included in the yearbook. Verify list with Financial Secretary before book goes to printer. Make final revisions at this point.
- Mailing Chairman gets member list updated. Deadline is June 15th to Second Vice-President for sending to printer (J & K Printing on Navarre Rd SW). It should be at the printer no later than July 15.
- From J & K, Second Vice-President orders special sized envelopes for yearbook as needed.
- Everything to be included in mailings goes to Second Vice-President. She is the contact for taking everything to the printer. Printer calls Mailing Chairman for pick-up when materials are done. Everything should be collated and folded by the printer before pick-up. The printer should put postage permit and return address on all materials to be mailed.
- It is suggested that the Mailing Chairperson keep a working copy of the yearbook. Take it to Board meetings and record changes presented at the meetings. The information can easily be transferred to data disk from this working copy.

MAILING SCHEDULES

September mailing should include: (Mail first week of month)

- Yearbook
- President’s letter (on colored paper with date)
- Budget (on another color paper)
- Brochure promoting CCC
(Mailed in yearbook sized envelopes)

November mailing should include: (Mail first week of month)

- Newsletter
- Christmas brunch reservation form (on colored paper)

(mailed in business sized envelopes).

Business sized envelopes are ordered by Second Vice-President when yearbook goes to printer. Be sure bulk permit and return address are printed on envelopes.

February mailing week after February meeting in case there are nominations for the floor should include:

- Ballots for following year elections
- Reminders of meetings/newsletter - mailed in business sized envelopes.

March mailing first week of month should include:

- Dues statement for following year - mailed in business sized envelopes.

April mailing first week of month should include:

- Invitation to May brunch - mailed in business sized envelopes.

**ASAP at the beginning of the CCC year, send proposed mailing schedule to President who has final say. Schedule should be printed and available to board members. Everything returned in mailings shall be sent on a separate page.

GENERAL INFORMATION

Canton College Club owns imprint #882, which is good for any class mailing and will never have to be renewed. It was purchased in 1976. The Club must purchase a permit each calendar year from the Post Office to maintain use of our nonprofit bulk mailing status, granted 3/11/76. The bill shall be mailed to us from the Post Office on January 1 of each year.

All mailings must be sent through the Bulk Mailing Department at the Main Post Office on Cleveland Ave., NW, Monday through Friday, 10:00 a.m. – 4:00p.m.

Expenses for mailing are handled by the Treasurer to the Post Office. A specific amount is paid to the Post Office to cover mailings for the year. Additional funds can be paid if needed.

Postage statements shall be completed and presented at the Post Office with each mailing. A copy shall be made and kept with a copy of materials mailed in a College Club notebook.

Qualification report shall be completed and kept with mailing records. This report is to assist with checking numbers of items mailed. This is not needed by the Post Office.

Trays are needed for separating and turning in mailings. One tray is “440”, another is “446” and another is “447” for the zip codes we use. As mailings are taken to Post Office, new trays are picked up for next mailing. Mailings are sorted numerically by zip codes. Any zip codes not “446” or “447” go in the “440” tray.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Mailing Chairperson to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

MEMBERSHIP CHAIRPERSON



JOB DESCRIPTION / REVISED 2014 [\(top\)](#)

The MEMBERSHIP CHAIRPERSON shall:

- **Attend all College Club board and general meetings.**
- **Distribute membership applications to any person requesting them.**
- **Receive application card, check the degree program, transcript, or letter from registrar of college attended.**
- **Propose new members and reinstatements at Board meetings in writing with complete information.**
- **Introduce new members at the next general meeting.**

- **Ensure new members receive the yearbook and gift at time of joining.**
- **Recognize new members at May Luncheon.**
- **Maintain Membership file box**
- **Maintain CCC MEMBERSHIP Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum as needed.**
- **Chair, or ask another person to chair, the Membership Development Committee**
- **Attend all Membership Development Committee meetings.**
- **Have one major Membership Development activity per year.**

MAILING

Confer with Mailing Chairperson providing her with new member data. Verify current total number of members.

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing Membership Chairperson to receive information and materials. Read job description and review materials received.

Before the May combined board meeting, compile a printed list of the following information, alphabetized when applicable, for the President:

- Annual tally of members June 1 through May 31;
- Names of new members
- Names of deceased members
- Names of resigned members
- Names of reinstated members

Prepare materials to transfer to incoming Membership Chairperson and meet to share information.

June to September

Attend meeting with Financial Chairperson that was set up by the President to review information in the file boxes.

Attend meetings regarding yearbook revisions.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member.

Print out minutes of the last meeting from your email to bring to the next board meeting.

Free Membership

The RWTG and SL Chairpersons shall notify you when recipients have completed programs and are eligible for free one-year membership.

The invitation to join College Club shall be extended to Scholarship Loan and Ruth Wolter Tuition Grant recipients with the notation that the first year's dues are waived. This is granted after they:

- Have received their Baccalaureate degree or completed their required work
- Paid off their loan
- Completed the application card
- Have their diploma is viewed
- The invitation to membership is accepted by the board.

Members joining in March, April or May do not need to pay dues again for the next fiscal year. Their names need to be given to the Financial Secretary.

June

To resign in good standing, a member must send a written notice of resignation to the Membership Chairperson. It must be received by April 1. *Often they are sent to the Financial Secretary in which case she will turn them over to Membership Chairperson at the following board meeting.*

August to May – Board Meetings

Propose new members for board approval.

Membership applications are accepted monthly at board meetings. Add the month, year, and your initials to the applications. Return the diploma or copy to applicant. Application should include first year's dues. Reinstate members who resign in good standing and pay the annual dues. Members who have been dropped for nonpayment of dues may be reinstated by paying the annual dues of plus an additional \$5 penalty.

Submit to the board a list of all applicants for approval and inclusion in the minutes. Eligibility for membership is to be found in the bylaws, Article 2. Typed copies of the new member and reinstated member list should include the following: given name, last name, husband, street address, city, state, zip, phone, college (school of baccalaureate degree), and year graduated.

Changes of name, address, phone number, email, resignations, and members deceased, also are included in the Membership Chairperson's report.

Checks for membership are to be given to the Treasurer at the board meeting when names are presented. Get a receipt. Keep track of all expenses.

Email or Mail letter of acceptance to each new member. Also, send yearbook and all filler material. Suggest they read the constitution. Keep file up to date. The board members who have membership records are the Financial Secretary, Membership Chairperson, Mailing Chairperson, Historian, and 2nd Vice President.

Note on application card the date of any of the following applicable situations:

- new member is admitted
- member resigns in good standing
- member is reinstated
- member is dropped for nonpayment of dues
- member is deceased
-

October to May – General Meetings

You are to introduce new members at College Club meetings. It is very nice to call ahead of time to avoid the embarrassment of too many no shows. Offer to meet any new member who is coming alone.

September to May – Membership Development Meetings

Attend all Membership Development meetings either as the Chairperson or as a committee member.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian any materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Membership Chairperson to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form.

NOMINATING CHAIRPERSON



JOB DESCRIPTION / REVISED 2006 [\(top\)](#)

The NOMINATING CHAIRPERSON shall:

- **Attend all College Club board and general meetings.**
- **Chair Nominating Committee to secure a slate of names for Executive Board and Nominating Committee.**
- **Provide a ballot to the Second Vice President for printing.**
- **Present slate of names at board and general meetings.**
- **Provide a ballot box or basket for ballots at the March meeting and announce the election results at the end of the meeting.**
- **Contact candidates with the results of the election.**
- **Pass election results on to appropriate Board members.**
- **Maintain CCC NOMINATING Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

NOMINATING COMMITTEE

Committee members serve two years. Each year five members are elected with the person receiving the most votes serving as Chairperson the second year. Plan the first meeting for October or November to review the job descriptions and to select candidates. Plan a second meeting in January to finalize selection of candidates.

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing chairperson to exchange information and materials. Read job description and review materials received.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

Attend general meetings and encourage committee members to attend also.

September to November – Securing Names

Ask for suggestions at board meetings and at the October general meeting. Consult with the President and President-Elect for ideas. Sections chairpersons can be good resources or even candidates themselves. Ask President-Elect for names of volunteers who were indicated on the last dues statement

October to January – Committee Meetings

Plan the first meeting in October or November.

Obtain the historian's file for information on possible candidates.

Get copies of all job descriptions for committee to review together before they select candidates.

Call candidates during first meeting and read first page of Job Descriptions to them; if they decline, alternative candidates can be contacted at the same meeting or shortly afterwards.

Send the Job Descriptions to all candidates to be sure they understand the position and the time commitment; if they have second thoughts, the committee should choose replacement candidates.

Plan a second meeting in December or January to finalize selection of candidates not yet chosen.

Notify the President, President-Elect, Second Vice-President and Recording Secretary in writing of the slate of candidates.

October to January – Candidates

Compile a list of possible candidates from suggestions and volunteers already known to chairperson; committee can add their ideas.

Select officers for one-year terms; select nominating committee for two-year terms.

Consider these points when nominating candidates:

- Job Descriptions
- Past experience on College Club Board, other jobs in College Club and experience elsewhere
- Age of person, location of residence and length of involvement in College Club Past and probable future attendance at Board and General meetings
- Willingness and ability to devote time needed for jobs.

Remind committee:

- The President-Elect is already the candidate for President.
- The new President-Elect should have had some recent experience on the Board.
- The Treasurer usually serves for at least two years and should be advised when approached for nomination; she must be nominated each year, however.

February – Presentation of Slate

- Present slate of officers at February board meeting and general meeting
- Encourage nominees to attend February general meeting for introduction.
- Add to the slate any nominations from the floor.
- Make a motion to accept the slate of candidates for Executive Board.

February – Ballots

Design a sample ballot and give it to the Second Vice-President for printing. For times sake, we have been printing the ballots prior to the February membership meeting, but this could be a problem if there are nominations from the floor.

Use correctly spelled and complete given names of nominees. .

Request members to return ballots to the Nominating Chairperson by a particular date or bring them to the March membership meeting.

Ask Second Vice-president for several extra ballots for reporting results later.

Ask Second Vice-President for colored ballots to catch the eye.

At the General Meeting ask for any suggestions for nominating someone to any of the positions. Repeat this 3 times.

Arrange with the Mailing Chairperson to have the ballots mailed within a few days of the February membership meeting.

Ballots are distributed by mail only

March – Election

- Count ballots received at home in advance of membership meeting and add in ballots turned in at meeting.
- Bring a ballot box or basket to meeting.
- Arrange for assistance from Nominating Committee, if needed.
- Hold out one ballot in case you need to resolve a tie.
- Mark results on several extra ballots for filing.
- Report results to membership at end of March meeting.

March and April - Results

Notify **all** candidates of results in writing, thanking them for their willingness to serve

- Advise Board of total ballots mailed, 90 total ballots returned by mail and total ballots cast at meeting.
- Advise the following in writing of the results: President, President-Elect, Second Vice-President, Recording Secretary, Publicity Chairman and new Nominating Chairperson.
- Save all ballots and give to next year's chairperson; she may discard them after six months.
- Give the President and Second Vice-President a printed alphabetical list of the upcoming year's Nominating Committee and Chairperson by June 1 for the yearbook; be sure to include second year members as well as those recently elected. *Remember* that the person who got the most votes in the recent election will be the Chairperson in the second year of her term.

VACANCIES

When vacancies occur, the President shall ask the Nominating Committee for suggestions but has the authority to appoint replacements.

May - Combined Meeting (Last)

Attend the combined board meeting. Compile a list of suggestions for the next committee. Orient the new Nominating Chairperson regarding her responsibilities. Transfer materials to new chairperson.

Give Historian materials appropriate for permanent records at McKinley Museum. Include those who ran for the positions as well as those who were elected

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. ([top](#))

PAST PRESIDENT



JOB DESCRIPTION / REVISED 2015 ([top](#))

The PAST PRESIDENT shall:

- **Attend all College Club board and general meetings.**
- **Make arrangements for the Past Presidents’ Luncheon.**
- **Maintain CCC PAST PRESIDENT Notebook.**
- **In May give Historian materials information and pictures from the Past Presidents’ Luncheon for the scrapbook along with any other materials appropriate for permanent records at McKinley Museum.**

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing Past President to exchange information and materials. Read job description and review materials received.

Information concerning plans for the Past Presidents’ Luncheon shall be given to Second Vice-President for printing in the yearbook by June 15.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member.

Print out minutes of the last meeting from your email to bring to the next board meeting.

Serve as a resource to insure the continuity of the Club’s functioning, where requested by the President or Board members.

Past Presidents' Luncheon:

Arrange for a place to hold the Past Presidents' Luncheon the summer after leaving the Board. Send invitations to all Past Presidents and have them send payment for the meal to you. Make reservations for the number of Past Presidents who will be attending. Inform the incoming President that she may be asked to share upcoming programs. Keep records to pass on to the next Past President. Take pictures at the luncheon for the scrapbook. Give them to the Historian.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Past President to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the "**Bill Submitted**" request form. [\(top\)](#)

PRESIDENT



JOB DESCRIPTION / REVISED 2015[\(top\)](#)

The PRESIDENT shall:

- **Preside at all meetings of the Executive Board and general meetings of the club.**
- **Appoint all committee chairpersons.**
- **Supervise all activities of the Club.**
- **Serve as an ex officio member of all club committees, with the exception of the Nominating Committee.**
- **Serve as custodian of the club's gavel, key to the post office box, and historical information housed at the Stark County Historical Society.**
- **Maintain CCC President's Notebook and Officer and Committee Notebooks.**
- **Set meetings for review of file boxes in September and April.**
- **Give Historian any materials appropriate for permanent records at McKinley Museum in May.**

FLASH DRIVE

- Have flash drive updated in April by Mailing Chairperson and in September by 2nd VP
- The following information should be kept updated on it: Yearbook, CCC Brochure, Job Descriptions, Updated Roster, Dues Statement, Logo, & Power Point Presentation for the May Luncheon

COMMITTEES

Financial Advisory:

Members include: President, President-Elect, Second Vice President, Treasurer and incoming Treasurer. The committee is chaired by the Treasurer and meets at least annually to review financial status.

June 1 to May 31 - Fiscal Year

Other Committees:

As an ex officio member of all committees except Nominating, the President is invited to all meetings and serves as adviser and coordinator.

DEADLINES

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing President to exchange information and materials. Read job description and review materials received.

Complete signature cards prepared by Treasurer to be effective June 1. Exchange notebooks, files, and information.

May – Program (1st)

Assist in the transition and assume responsibilities shared by outgoing President at the May Program to signify transition.

June to September - Program and Yearbook Coordination

Facilitate communication between the Second Vice President, Program, House, Hostess, and Publicity Chairpersons to coordinate people, plans, and promotions for the year's programs.

The President shall procure all information for the yearbook and forward all committee and program information to the Second Vice President by June 15. The President shall assist Second Vice President as needed.

September - Have 2nd VP update your flash drive with the latest yearbook information.

July – Letter to the Members

The President prepares a letter which is mailed with the yearbook. After the audit, the Annual Financial Report from the previous fiscal year shall be sent to the membership as required by the bylaws.

BOARD MEETINGS

September to May - Board Meetings

Preside at board meetings, scheduling one in September and the remainder five to eight days before each general meeting. At each meeting the minutes of the previous board meeting shall be read and approved, the Treasurer shall provide the current financial statement, and board members shall give report and enact any pending business. New members may be admitted at any regular meeting of the Executive Board. Dues paid by new members in April or May are valid through the next fiscal year.

The Treasurer closes books as of May 31 and gives to auditor for annual audit.

September – Board Meeting

Set meeting dates for the financial and membership chairpersons to organize files.

February – Board Meeting

Auditing Chairperson reports on January audit. Nominating Chairperson announces slate of officers.

March – Board Meeting

Ask board members to suggest revisions of job descriptions and submit to the President.

April – Board Meeting

Scholarship loan and RWTG Chairpersons present the names of the recipients for board approval.

April - Have Mailing Chairperson update your flash drive.

May - Combined Meeting (Last)

Treasurer presents budgets for approval, provides signature cards for President and Scholarship Loan Chairperson to transfer accounts, and gets approval for new treasurer to pay all summer bills.

May Program Chairperson attends and reports.

President thanks current Board members and introduces the President Elect who will introduce her Board. The retiring Board members meet with their incoming counterparts to explain jobs, turn over materials, and answer questions.

GENERAL MEETINGS

October to May:

Preside at all general meetings. Thank greeters and hostesses and make relevant announcements. A reminder of the next program is given at all meetings. New members shall be presented to the membership at each meeting.

A Quorum – Those members in attendance at a regularly scheduled meeting shall constitute a quorum to do business.

October – Fall:

Request the Nominating Chairperson to ask for suggestions for nominations.

January:

Nominating Committee chooses slate for next year's officers.

February:

Progress report by SL and RWTG Chairpersons. Nominating Chairperson announces proposed slate of officers, asks for any other nominations, and

makes a motion that the slate of officers be accepted. The President secures a second and conducts vote to accept the slate of officers.

Financial Advisory Committee meets to determine budget, amounts of scholarships to be available, and other financial matters.

Mailing Chairperson mails ballots after the February General Meeting. Dues notices shall also be mailed with the ballots.

March 1

Deadline to receive SL and RWTG applications.

March:

A ballot box shall be provided by the Nominating Chairperson at the meeting. She shall announce the results of the election at the close of the meeting.

May Program flyers are shall be mailed.

MAY PROGRAM

(Information about previous May Programs is in the President's files.)

May – Program (Last)

As a part of the May Luncheon Agenda, the President presents the incoming President to the membership and transfers the gavel and program to her.

May Program Agenda

- Invocation
- Program
- Introduction of new members - Membership Chairperson
- Presentation of Scholarship Loan recipients – Scholarship Loan Chairperson
- Presentation of RWTG recipients - RWTG Chairperson
- Thanks to the Program Chairperson and Committee
- Appreciation to retiring board
- Introduction and presentation of gavel to new President
- Introduction of New President's board
- Introduction of speaker - Program Committee
- Thanks to speaker and adjournment meeting - new President

Note - You need tables for

- Name tags
- Club scrapbooks and/or displays.

Note - Ask SL and RWTG Chairpersons for the number of seats that they shall need for their committee members, recipients, and guests. Place “Reserved” signs on the necessary tables.

DETAILS

CCC Notebook:

Contents include job descriptions for all board members. Also included may be: CCC mailing target dates, CCC calendar, current board information, membership information, stationery, and bill submission forms.

Constitutional Changes:

Keep records of any Constitution and/or Bylaw amendments and give to Second Vice-President for the yearbook. The Constitution and the Bylaws may be amended at any regular meeting of the Club by majority vote of the members present, provided that a written notice of the proposed changes has been submitted to the Club members one month previous.

Safe Deposit Box:

Box #374 is located at the 30th Street branch of Bank One. The Treasurer and Scholarship Loan Chairperson have keys. The President, Treasurer, and Scholarship Loan Chairperson have access to the box; two signatures are required for access. The box contains all of the current SL and RWTG contracts, the club’s charter (which is missing as of 5/06), the IRS Letter of Determination, and our non-profit mailing permit. The Auditor may need or wish to examine the contents of the box with some of the above mentioned board members to verify that we have the contracts there for all currently outstanding Scholarship Loans and RWTGrants.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. [\(top\)](#)

PRESIDENT ELECT



JOB DESCRIPTION / REVISED 2015 [\(top\)](#)

The PRESIDENT ELECT shall:

- Attend all College Club board and general meetings.
- Perform the duties of the President in her absence
- Arrange for board meeting location.
- Send board members meeting reminders.
- Prepare a schedule of board meetings to give to the board members
- Assist the December Brunch and May Luncheon Chairpersons
- Serve on the Financial Advisory Committee - Prepare for the Presidency the following year by working with Committee Chairpersons, programs, budget, yearbook, and locations for the next December Brunch and May Luncheon.
- Succeed to the office of President
- Maintain CCC PRESIDENT-ELECT Notebook
- In May give Historian any materials appropriate for permanent records at the McKinley

COMMITTEE

The President-Elect is a member of the Financial Advisory Committee

YEAR BEFORE TAKING OFFICE AS PRESIDENT-ELECT:

Read Job Description and review materials received from outgoing President-Elect.

April and May

Arrange for Board meeting locations for the following September-May.

June to August:

Assist in preparation, proofreading, etc. of the yearbook.

YEAR AS PRESIDENT-ELECT:

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing President-Elect to exchange information and materials.

September to May – Board Meetings

Send reminder notices to board members about each board meeting time and place - by phone, mail, or email.

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting

September

Prepare and distribute the following to all board members:

- The place and schedule of all board meetings
- A list of all board members with their names, addresses, telephone numbers, and email addresses

Secure a place for combined board meeting in May.

September to December

Assist December Brunch Chairperson as needed; keep board posted on plans, expenses, and programs

March to May

Assist May Luncheon Chairperson as needed; keep board posted on plans, expenses, and programs.

May - Combined Meeting (Last)

Attend and host combined board meeting. Be prepared to introduce new Board at meeting; lead the second half of the meeting after the President is finished with her agenda.

Give Historian any materials appropriate for permanent records at McKinley Museum.

Meet with the incoming President-Elect to exchange information and materials.

May – General Meeting

Assume the office of President when the current President hands you the gavel at the May Luncheon. Current President's name shall remain on all bank accounts until June 1.

PREPARATION FOR BECOMING PRESIDENT:

Soon after being elected, appoint a Program Chairperson and begin planning for your presidential year. Attend the program planning meetings. All programs need to be finalized by June for yearbook.

September

Get the list of those willing to serve from the Financial Secretary. These were sent out with the dues notices and indicate who volunteered to serve the Club during your year as President. Keep these in a file folder for the next PE / VP.

September to October - Fall

Make arrangements for the December Brunch and May Luncheon locations for the following year. Secure the dates and make deposits, if required.

January and February

Attend the Financial Advisory Committee meeting. Work with Treasurer on preparing a budget proposal to be presented by her at the April Board Meeting. Attend Financial Advisory meeting called by the Treasurer. Secure Chairpersons for Auditing, Hostess, House, Mailing, RWTG, Membership, Program, Sections, Ruth Wolter Loan, Scholarship Loan, December Brunch and May Luncheon for the following year

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the "**Bill Submitted**" request form. ([top](#))

PROGRAM CHAIRPERSON



JOB DESCRIPTION / REVISED 2015 [\(top\)](#)

The PROGRAM CHAIRPERSON shall:

- Attend all College Club board and general meetings.
- Procure program for all meetings. (see below)
- Keep a list of suitable programs for future use.
- Provide typed program descriptions to the Second Vice-President and President for inclusion in the yearbook.
- Maintain CCC PROGRAM Notebook.
- Give Historian materials appropriate for permanent records at McKinley Museum in May.

The Year BEFORE officially taking office:

Consult with the current Program Chairperson soon after the President-Elect appoints you to the position for the following year. A committee of five to ten members to assist you should be chosen immediately after you are appointed. Meet soon after Labor Day to plan programs for the following year.

May – Combined Board Meeting (1st)

Attend the combined board meeting. Officially assume role. Meet with outgoing Program Chairperson to receive information and materials concerning the office. Read job description. Review materials received.

September to May – Board Meetings

Attend board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

September– Board Meeting

At the September board meeting, have copies of the schedule of the programs showing date, time, name of speaker, topic, costs, place and, presenter, specific needs of speaker, and whether the meeting is opened or closed. Distribute copies to members at the meeting.

Secure contract with all program presenters.

Submit bill form program costs to the CCC treasurer.

COMMITTEES

The President-Elect shall be invited to all committee meetings. The President-Elect shall secure the meeting places for the December and May meetings. The House Chairperson secures places for the other six meetings for the coming year.

Committee members shall be responsible for each of the speakers. The Program Chairperson shall request a committee member to be responsible for each of the speakers.

The responsible committee member(s) shall:

- Arrange for the speaker's arrival at the general meeting, if necessary, and/or meet them there
- Introduce the speaker at the meeting
- Arrange for any special equipment that the House Chairperson is not responsible for obtaining

Publicity

Ask the speaker to provide glossies and other publicity materials. Check with the Publicity Chairperson to determine how many copies are needed. Copies of the biographical information are needed for the person introducing the program and for the Publicity Chairperson. A deadline should be set for the speakers to submit materials to meet the yearbook deadline of June 1.

House

Notify the House Chairperson of the requirements for each meeting and the equipment needed so that it can be included in the contract. She will forward this information to the appropriate persons at Malone for their approval or rejection of items. The House Chairperson will then will notify you of the results

The Hostess Chairperson is responsible for providing water. The House Chairperson is responsible for providing microphone, tables, lights, screens etc. for each meeting. Obtaining additional equipment is the responsibility of the program committee. When the dates and times for meetings are settled, contact the House Chairperson to confirm the meeting place.

Budget

Check with both the current President and Treasurer to learn the estimated budget for program and related expenses for the year.

Preliminary Information on Programs

Obtain programs and other promotional material from all possible sources before the first committee meeting.

General Meetings

There are usually eight meetings per year, one each month, from October through May. The committee is to provide suitable speakers for each meeting. The speakers should reflect the interest of members, current issues and ideas. Determine which of the meetings will be open for members and guests or open to the public. Any General Meeting with a speaker from the Ohio Humanities Council must be open to the public. Be sure the program is suitable for the facility.

Contracts

The contract developed by College Club should be signed and returned to the Program Chairperson. They must be received in time to meet the yearbook deadline of June 1. The Program Chairperson signs all contracts before mailing them to the speakers.

Coordination with other Board Members

Once the program for the year is set, provide information to the Hostess, House and Publicity Chairpersons. This may be done at the May Board meeting. Ask the Publicity Chairperson when she needs materials. It is helpful for her to have all of the information for the entire year.

Yearbook

Yearbook material is to be submitted to the President and Second Vice-President by June 1. Include a printed alphabetical list of the Program Committee. In addition, a typed page is necessary for each program, listing the program, presenter, date, time, place, and program description.

Payment of Speakers:

At the board meeting previous to the program fill out the “**Bill Submitted**” request form with a copy of the contract attached. The Treasurer will give the Program Chairperson a check to present to the speaker after the meeting. Write a thank you to the speaker.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Program Chairperson to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. ([top](#))

PUBLICITY CHAIRPERSON



JOB DESCRIPTION / REVISED 2014 [\(top\)](#)

The PUBLICITY CHAIRPERSON shall:

- **Attend all College Club board meetings and general meetings.**
- **Assume responsibility for issuing press releases for all meetings and special events throughout the year.**
- **Maintain CCC PUBLICITY Notebook.**
- **In May give Historian any materials appropriate for permanent records at McKinley Museum.**
- **Currently the Publicity Chairperson serves as co-editor of the CCC newsletter, *Chatter*.**

COMMITTEE

It is not necessary to have a committee. It is possible for the duties of the Publicity Chairperson to be carried out by one person.

Program:

Consult the Program Chairperson for specific details related to the year's program.

Scholarship Loan and Ruth Wolter Tuition Grant:

Work with these chairpersons to plan publicity for loans and grants offered. The initial publicity traditionally has been done in January of each year.

Other:

Special events may require additional publicity which may include development and distribution of a special poster or flyer.

DETAILS AND DEADLINES

May – Combined Meeting (1st)

Officially assume role. Meet with the outgoing Chairperson to receive information and materials. Read job description and review materials received.

September to May – Board Meetings

Report any information pertaining to publicity at all board meetings.

Print out minutes of the last meeting from your email to bring to the next board meeting. File board materials in Publicity notebook.

September – President’s Picture and Executive Board

An article about new officers and board may be submitted via mail/e-mail to area newspapers. They may/may not publish the article and/or the President’s picture. At present, 2014, the major newspapers do not send out photographers. When Pat Stayer was president, The Repository published her picture which I e-mailed. Unfortunately that was the one and only time a picture was published since I’ve served as Publicity Chairperson.

The editors of *Chatter* do include this information in the CCC newsletter.

October to May – General Meetings

Attend general meetings. Publicity materials regarding all monthly and special meetings may be obtained from the Program Chairperson or person in charge of the special event. This information, including the time, location, and day of the meeting, together with any available information about the speaker or program, shall be mailed/e-mailed to the following papers:

- Akron Beacon Journal—mail to:44 E Exchange St, P.O. Box 640, Akron,OH 44309-3160
- Massillon Independent—mail to: 50 North Ave NW, Box 730, Massillon,OH 44648
- The Repository—e-mail events and scholarship information to: angie.younessi@cantonrep.com and meeting listings to: necole.sims@cantonrep.com
- Alliance Review--e-mail to: reviewedit@the-review.com
- Hartville News-Jackie--e-mail to: knowlespress@sbcglobal.net
- The Times Reporter—mail to: 628 Wabash Ave NW, New Philadelphia OH 44663 or e-mail to: hank.keathley@timesreporter.com
- Louisville Herald—e-mail to: theherald@mac.com
- OurTownNCanton@aol.com
- news@northneighbornews.com or to: ty@northneighbornews.com

- Some others I've e-mailed to periodically:
- wbattershell@starkstate.edu
- Free Press Standard at: fps44615@yahoo.com
- Gary Brown at: gary.brown@cantonrep.com
- Mary@WHBC.com
- newsleader@the-review.com
- observer@goarch.org
- Stark Jewish News at: kphillippi@jewishconton.org

Material should be mailed/e-mailed so as to be received at least 2 weeks prior to the event.

If a topic may be of interest to certain groups, college professors, students, etc., information may be sent to them. Sometimes a brochure is developed with the presenter's picture and information about the program. These are distributed to targeted groups and to public libraries.

In preparing news releases: Include that the **public is invited**, the **cost** of the event, and a **phone number to contact for further information**. **If the article does not include that "the public is invited," the newspaper probably will not print the information free of charge.**

Don't be disheartened, even if you send information there is no guarantee it will be printed. Keep sending it!

January:

Publicity regarding the Ruth Wolter Tuition Grant and the Scholarship Loan applications shall be obtained from the Chairpersons of these committees. News For immediate release should be sent to the first nine papers listed above, as well as, to *WHBC, 550 Market Avenue South, Canton, OH 44702* (I've not been very successful with the radio station regarding their broadcasting information for CCC but it never hurts to try.)

Maintain an updated list of personnel at the various newspapers to which releases should be sent. (This is a difficult and on-going task!)

May – Combined Meeting (Last)

Attend Board meeting. Give Historian any materials appropriate for permanent records at McKinley Museum. Update publicity list and prepare materials for the new chairperson.

Meet with the incoming Chairperson to exchange information and material. Assist new chairperson as needed.

May

Give Historian materials appropriate for permanent records at McKinley Museum.

May – Loan and Grant Recipients:

Pictures and/or articles regarding the Ruth Wolter Tuition Grant recipients and the Scholarship Loan recipients are usually sent following the May program to the first nine newspapers listed above. There is no guarantee that you will see them in print. Keep trying!

In the past these photos with articles have been included in issues of the CCC newsletter, *Chatter*.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form.

[\(top\)](#)

RECORDING SECRETARY



JOB DESCRIPTION / REVISED 2008 [\(top\)](#)

The RECORDING SECRETARY SHALL:

- **Attend all College Club board and general meetings.**
- **Take minutes of the board meetings and serve as custodian of the minutes of the Club.**
- **Maintain CCC RECORDING SECRETARY Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**
- **Place all motions at the end of the minutes to make it easier to search through past minutes.**

COMMITTEES

You may be asked to serve on Committees.

May - Combined Meeting (1st)

Officially assume role. Meet with the outgoing secretary to exchange information and materials. Read job description and review materials

September to May – Board Meetings

Attend all board meetings or designate a representative to take minutes.

Take the minutes of all board meetings. Email minutes to board members who have email. Make hard copies and hand these to others before the next board meeting. Any corrections or additions should be noted, and an approval recorded.

Motions and important decisions that are made should be indexed for future reference. Highlighting or underlining important decisions will enable easier reference.

Included with the minutes and the Secretary's notebook is the Treasurer's statement, the Auditor's report, the list of new members, and copies of any other business material presented at the meeting.

May - Combined Meeting (Last)

Attend the combined board meeting. Meet with the incoming secretary to exchange information and materials.

Keep records for the past five years. Give all others to the Historian for the permanent records at McKinley Museum.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the "**Bill Submitted**" request form. [\(top\)](#)

RWTG CHAIRPERSON



JOB DESCRIPTION / REVISED 2008 [\(top\)](#)

The RWTG CHAIRPERSON shall:

- **Attend all College Club board and general meetings.**
- **Select committee to assist in choosing recipient(s)**
- **Inform the College Club and Community about the RWTG**
- **Send out and receive applications from qualified women**
- **Select the final recipient(s) with board approval**
- **Make the necessary final arrangements with the recipient, her college, and College Club for proper use of the grant.**
- **Complete the RWTG Log**
- **Maintain CCC RWTG Notebook**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing RWTG Chairperson to receive information and materials concerning RWTG. Read job description and review materials received. Submit an alphabetical list of committee members to the President for inclusion in the yearbook.

COMMITTEE

After being selected as RWTG Chairperson, select people (4 – 6) to serve on your committee. It is suggested that you have representatives from various disciplines – e.g. education, business, etc. Plan to have committee meetings as needed to accomplish your responsibilities. Supply a copy of recipients to President, Historian, Treasurer, and Publicity Chairperson.

Publicity:

Chairperson should provide Publicity Chairperson with a letter summarizing the parameters of the grant so that an article can be written for newspaper release in January as a further aid in making the availability of the grant known to the community.

Have the Publicity Chairman contact WHBC to request that “Community Spotlight” put the “Spotlight” on the RWTG. Contact local colleges to have information put in their school newspapers.

RWTG Information to Club and Community

The Chairperson shall see that she has an adequate supply of College Club envelopes, stamps, RWTG Applications, and copies of the cover letter and the grant requirement guidelines. This information is sent to various schools, businesses, and libraries advertising the availability of the grant. RWTG files contain the data base of these places to make mailing labels. You can add any appropriate businesses or institutions that are not on the list. All printing orders can be sent to the Second Vice President. Attention should be paid to RWTG estimated budget, and any unbudgeted expenditures should be cleared by the President and Treasurer before making an obligation.

August – Graduated Recipients; Free Membership

Contact the previous year's recipient(s) to ask for confirmation - transcripts or diploma - that she has fulfilled her obligation. If she has completed it, inform Membership Chairperson to send a free one-year membership invitation

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October – Printing

Have necessary letters and applications printed.

Since the one letter has the current year's committee listed on it, it must be reprinted each year listing the new chairperson and committee.

Approximately 100 copies of everything are adequate

December – Mailing

Mail out letters and applications to schools and businesses.

January and February – Publicizing & Receiving Applications

The chairperson and committee shall expect to start receiving calls from interested applicants. Chairperson shall keep a list of all names, addresses, and phone numbers of applicants.

Information about the RWTG shall be presented to the members and some applications shall be placed on the front table at the general meetings.

March 1 – Application Deadline

Deadline for return of applications is March 1. Chairperson and committee must review all applications. Send copies of the applications to the committee for their perusal.

March - Interviews

All applicants shall be interviewed unless there are too many to do so in a reasonable amount of time. Finalists are interviewed in late March so that the final selection of the committee can be presented by the RWTG Chairperson to the board at the April board meeting. Interviews have been held at various branches of the Stark County District Library. The facility shall be reserved about two months in advance. There is no charge for its use.

April – Approval by Board

Present the names of the recommended applicants to the board for approval. After the applicant(s) and the amount of the grant(s) have been approved by the board, the Chairperson shall send letters of congratulations or regret to each applicant who was interviewed. The recipient(s) is also invited to be a guest at the May luncheon for presentation to the membership.

Add list of women interviewed and those receiving grants, along with the amount of the grant, to the RWTG log.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian background information of the RWTG recipient(s) e.g.: college, work, experience, honors, etc. for inclusion in the scrapbook, as well as any other materials appropriate for permanent records at McKinley Museum.

Meet with the incoming RWTG Chairperson to exchange information and materials

It is thoughtful to send thank you notes to the committee and also to the library, or place interviews were held, for the use of their room.

May - Program

Prior to the May program obtain certificates from the second vice president and fill out pertinent information. Give the May Luncheon Chairperson the names and number of RWTG Recipients who are planning to attend so that she can order flowers for each of them.

Have recipient sign two copies of the contract. The RWTG Chairperson and one other College Club board member should sign the contract as witnesses.

The Chairperson shall give a letter of confirmation to the recipient(s) to give to the financial officer of the college she is attending with the financial details including the terms of the grant as well as the name and address of the Treasurer. In addition to the college, copies of which go to the recipient, the College Club Treasurer and the RWTG file.

Introduce recipient(s) and present them with their certificate of recognition. Have each recipient share their background and future plans.

May - Contract

One copy goes into the RWTG file and the other to the Treasurer to be put into the safety deposit box.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the **"Bill Submitted"** request form. [\(top\)](#)

SCHOLARSHIP LOAN COLLECTIONS CHAIRPERSON



JOB DESCRIPTION / REVISED 2015 ([top](#))

The SCHOLARSHIP LOAN COLLECTIONS CHAIRPERSON shall:

- **Attend all College Club board and general meetings**
- **Go to The Club's mailbox to collect payments**
- **Record payments**
- **Send payments to the Treasurer**
- **Send statements to borrowers**
- **Contact women who are not paying on schedule**
- **Distribute loans to current recipients**
- **Maintain care of contracts in safe deposit box**
- **Revise forms on disk as necessary**
- **Keep an ongoing list of all recipients**
- **Maintain CCC Scholarship Loan Collections Chairperson's Notebook**
- **Give Historian any materials appropriate for permanent records at McKinley Museum in May**

COMMITTEE –

Serve on the committee to select recipients.

DETAILS AND DEADLINES

May – Combined Meeting

Attend the combined board meeting. Meet with the outgoing Chairperson to exchange materials.

September to May – Board Meetings

Attend board meetings and be prepared to report on the current status of loans. Advise the committee or board of possible loan deferments, etc.

If you are unable to attend, send a report with another board member.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

Attend general meetings

June to May

Learn bookkeeping system for recording payments received each month from women repaying loans. Collect payments twice a month from PO Box 8433 at 2600 Cleveland Avenue., NW post office. Enter amount of checks on individual accounts. Send checks to Treasurer regularly. Keep record of checks sent and file receipts from Treasurer.

Contact women who are not current in their payments. Remind them of the terms of their contracts. Compute and charge 12% annual interest on delinquent loans. Keep copies of all correspondence on file. Individual account pages should be kept for seven years after the loans are paid off.

Be sure your records agree with those of the Treasurer prior to audits by the Auditing Committee or professional accountant. The Committee may want to examine your books along with the Treasurer's books; they may also choose to check the contracts in the safe deposit box.

Send statements every three months to all women in the process of repaying; check balances with the Treasurer first.

July

Submit a list of all recipients to the Treasurer so she can prepare checks.

Go with either the Treasurer or President to safe deposit box #21 at Wayne Savings Community Bank North Canton Office, 1265 South Main St. to remove contracts. The Treasurer and the Collections Chairperson have keys. The President, Collections Chairperson, and Treasurer have access to the box; two signatures are required for access. Contracts should be canceled and returned to borrowers when new contracts are issued this summer. New contracts show total amount borrowed to date.

August

Contact all "in progress" loan recipients to verify need. Arrange a meeting for distributing checks and signing contracts; this may be done by mail if the contracts are notarized. Notify that a co-signer must also sign, and that transcripts of current grades must be submitted by borrowers beyond their first year of college. Have borrowers and co-signers sign new contracts in duplicate, with borrower keeping the carbon copy. The President, Treasurer, Scholarship Loans Selection Chairperson, and members of her committee may be invited to this meeting.

Send letters to recent college graduates to congratulate them and remind them that their loan payments begin on October 1.

September

Meet with Treasurer or President to return new contracts to the safe deposit box. Ruth Wolter Endowment Tuition Chairperson should give you her contract(s) too so you can put them in the box; she does not have access or keys.

October

Send "Paid in full" letter and cancelled contracts to recipients upon receipt of final payment.

Give names and addresses of paid up recipients to the Membership Chairperson so that she may notify them of their eligibility for a one year free membership to College Club of Canton. This may also be done throughout the year.

March and April

Participate in the loan candidates' interviewing process, under the directions of the Scholarship Loans Selections Chairperson.

May

Send letters, along with statements, to women currently repaying loans, giving new Chairperson's name and address if applicable.

Meet and distribute checks and have contracts signed in duplicate by new recipients and their co-signers at the Annual Scholarship Luncheon.

Prepare records and files for incoming Chairperson.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the "**Bill Submitted**" request form. [\(top\)](#)

SCHOLARSHIP LOAN SELECTIONS CHAIRPERSON



JOB DESCRIPTION / REVISED 2008 [\(top\)](#)

The SCHOLARSHIP LOAN SELECTIONS CHAIRPERSON shall:

- **Attend all College Club board and general meetings**
- **Appoint a committee of College Club members**
- **Provide Scholarship loan information to the Publicity Chairperson**
- **Send out and receive applications from qualified candidates**
- **Screen applicants and arrange for committee to interview final selections**
- **Select recipients with the help of committee**
- **Present names of suggested recipients to board for approval**
- **Send letters to all those interviewed informing them of their selection or rejection**
- **Contact Second Vice President to procure needed forms**
- **Revise forms and materials as necessary**
- **Maintain CCC Scholarship Loan Selections Chairperson's notebook**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

COMMITTEE

After being selected as SL Selections Chairperson, select people to serve on your committee. Appoint a Committee of eight to ten CCC members. Include two or three continuing members. A diverse committee should be considered. The President may have some suggestions from interested members who indicated this on the last dues statement. Submit a printed alphabetical list of committee members to the President and Second Vice-President by June 1 for inclusion in the yearbook.

Publicity:

Chairperson should provide Publicity Chairperson with a letter summarizing the parameters of the loan so that an article can be written for newspaper release in January as a further aid in making the availability of the loan known to the community.

Have the Publicity Chairman contact WHBC to request that "Community Spotlight" put the "Spotlight" on the scholarship loans.

May – Combined Meeting (1st)

Officially assume role. Meet with the outgoing SL Selections Chairperson to receive information and materials concerning SL Selections. Read job description. Review materials received from outgoing SL Selections Chairperson.

September to May – Board Meetings

Attend board meetings. If you are unable to attend, send a report with another board member or send a non-voting committee member to represent you.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

Attend general meetings

September

Secure a current list of counselors and high school addresses from Stark County Department of Education. Use this list to publicize our loan program.

Update Scholarship Loan information on the web site.

January

Hold an organizational committee meeting. Send a cover letter and - three to five applications, depending on the size of the school, to all high schools in Stark County. Provide complete information on loans to the Publicity Chairperson. Reserve a meeting location for interviews. Send a letter to committee members telling of the interview dates and location.

Information about the Scholarship Loan should be presented to the members at the general meeting and some applications be placed on the front table at this meeting.

February

Contact school counselors and see if they received information and remind them of deadline.

Information about the Scholarship Loan should be presented to the members at the general meeting and some applications be placed on the front table at this meeting.

March

Duplicate all final applications including transcripts and grades and forward to Committee members. Arrange appointments for interviews. If possible, the whole Committee should participate in the interviewing process.

April

Interviews take place before the April board meeting. The committee's recommendations for the recipients shall be presented to the board. The Financial Advisory Committee suggests the number of loans and the board votes on this suggestion.

Notify all those interviewed of the board's decision following the board meeting. Include a cover letter to the recipients with names and addresses of new Selections and Collections Chairpersons. Explain that the Collections Chairperson will soon send a letter informing them when and where the loans shall be given.

Invite the recipients, as guests of the club, to the May Luncheon. They may bring no more than 2 paying guests.

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian any materials appropriate for permanent records at McKinley Museum.

Meet with the incoming SL Selections Chairperson to exchange information and materials.

May-Program

Prior to the May program obtain certificates from the second vice president and fill out pertinent information. Give the May Luncheon Chairperson the names and number of SL Recipients who are planning to attend so that she can order flowers for each of them.

You and your committee shall sit with the recipients. Their guests shall be seated at other tables. Introduce the recipients at the luncheon and present them with their certificate of recognition. Have each recipient share their background and future plans.

Send a copy of the list of recipients' information to the President and Second Vice-President for the yearbook.

Prepare records and files for the incoming chairperson.

Give Historian materials appropriate for permanent records at McKinley Museum.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. ([top](#))

SECOND VICE-PRESIDENT



JOB DESCRIPTION / REVISED 2014

The SECOND VICE-PRESIDENT shall:

- Attend all College Club Board and general meetings.
- Schedule a meeting of President, President-Elect, Financial Secretary, Membership Chairperson and Mailing Chairperson early in June to verify membership for yearbook.
- Prepare and edit the yearbook, **making ALL corrections in red**, assisted by the President, President-Elect, Financial Secretary, Membership and Mailing Chairpersons. Use a current yearbook to make a mock-up for next year's yearbook.
- Perform the duties of the President in the absence of the President and the President-Elect.
- Keep the print-ready copies of the Club's seal/logo. These are drawings used for printing stationery, envelopes and notepaper.
- Work with the printer to create flyers to publicize meeting information that will be mailed.
- Keep a record of printing information for continuity in pricing, and coordinate printing for the club.
- Distribute stationery requests from Board members at the September Board meeting. Keep a record of what is given to each Board member. Distribute pricing quotes at Board meetings as applicable.
- Keep blank certificates for RWTG and SL recipients on hand for the May program.
- Serve as custodian of club stationery.
- Be prepared to order additional stationery when necessary. Information included on CCC stationery is printed in purple. On the ink chart at the printer, it's Pantone PMS 2623.
- Update the President's flash drive no later than September. This will be after the yearbook goes to the printer.
- Maintain the CCC Second Vice-President Notebook.
- In May, give Historian materials appropriate for permanent records at McKinley Museum.

COMMITTEES

Mailing:

Mailing Chairman maintains ongoing membership list. Deadline is June 15th to Second Vice-President for sending to printer. The Treasurer will give you the annual report to be included with the yearbook. Work closely with the Mailing Chairperson in coordinating printing and mailing schedules. Second Vice-President and Mailing Chairperson compile a mailing schedule for the year. This includes mailing dates, contents of mailings and description of special paper, etc., needed. Mailing Schedule should be distributed at first Board meeting to Board members, printer and any others who need to meet mailing deadlines. Yearbook should be at the printer no later than July 15th. Should the need arise for a special, unscheduled mailing, this would need to be approved by the President. In managing printing, you serve as a liaison between the Club and the printer.

Program: Work closely with the Program Chairperson who will provide all information concerning programs for the yearbook. This will include dates, times, places, program summaries, pictures of the presenters and who will be doing the program introductions. House Chairperson will provide the names of greeters for each meeting.

Others:

As different mailings and printings are scheduled, consult with Chairpersons of the committees in charge of information:

- Nominating Chairperson provides information for the ballot at least three weeks prior to the February mailing.
- Financial Secretary provides information for the dues statement at least three weeks prior to the February mailing.
- December Program Chairperson shall provide information and stationery for the program flyers at least four weeks prior to the scheduled November mailing.
- May Program Chairperson shall provide information and stationery for the program flyers at least four weeks prior to the scheduled April mailing.

When having documents printed, have the printer fold / collate appropriately for the particular mailing. (e.g. tri-fold etc)

If there are questions/concerns about something to be printed, always consult with the President before sending material to the printer.

DETAILS AND DEADLINES

May – Combined Board Meeting

Attend meeting. Read job description and meet with the outgoing Second Vice-President to receive materials and information.

By June 15 the President shall turn in to you the following information from these chairpersons:

- *Outgoing Nominating Chairperson:*
 - New Nominating Committee as arranged in the yearbook (i.e. chairperson, then alphabetical listing of committee members) Each MUST be PERSONALLY contacted to confirm their willingness to serve on a committee.
- *Outgoing Scholarship Loan Chairperson:*
 - List of loan recipients, their high schools and colleges alphabetically as in yearbook
- *Outgoing RWTG Chairperson:*
 - Recipients and colleges alphabetically as in yearbook.
- *Outgoing Corresponding Secretary:*
 - Alphabetical list of members who have died since the previous yearbook, all names and college corrections, and all resignations. It is highly recommended that this information be shared on a continuing basis throughout the year so records can be updated as changes occur. Then when the committee meets to finalize the information for the new yearbook, it's much easier to check for accuracy only. Those keeping ongoing records include: Second Vice-President, Financial Secretary, Membership, Mailing and Printer.
- *Retiring President:*
 - Copy of any constitutional changes voted by the membership during the year.
- *Incoming President:*
 - New board list with correct names, addresses, phone numbers and emails, committee lists and Sections information.

Serve as a liaison with the designated printer for all major printing jobs.

May to August – Yearbook Preparation:

The President and the Second Vice-President shall make an appointment with the printer to make arrangements for the printing of the yearbook, envelopes, stationery if

needed, yearly budget report, and the President's letter. These all are mailed together. The President chooses the color for the yearbook cover. Obtain an estimate of the cost and set up deadlines for delivering copy to the printer and for proofreading. The Mailing Chairperson shall provide an updated list of members for the new yearbook. Have the special-size envelopes printed ahead of time. Turn in yearbook copy by July 15. Proofread and return to printer ASAP to have the yearbooks complete by August 15. It shall be scheduled so the yearbook and all enclosures are mailed by Labor Day.

Early June - Record Update:

Schedule a meeting of the President, President-Elect, Financial Secretary, Membership Chairperson and Mailing Chairperson early in June to verify membership for yearbook. It is important all the above mentioned people be prepared to update membership records. Should any of these people be unable to attend said meeting, they are to send another member with knowledge of their responsibilities. June 1 is deadline for new names and revisions.

June – July:

Schedule meetings as needed of the President, President-Elect, Financial Secretary, Membership Chairperson and Mailing Chairperson to review/edit yearbook proofs from the printer. Should any of these people be unable to attend said meetings, they are to send another member to assume their responsibility.

September to May – Board Meetings

Attend all Board meetings. If you are unable to attend, send a report with another board member. Attendance at Board meetings is an important responsibility in being a working, informed member of the organization.

Print out minutes of the last meeting from your email to bring to the next board meeting.

Report on any business related to your office. Take responsibility for any major printing needed for the club. The printer's bill is sent directly to the Treasurer. You may need to deliver printed material from the printer to the Mailing Co-Chairpersons if they are unable to pick up during business hours.

May - Program

Prior to the May program give certificates to RWTG and SL Selections Chairpersons so they can fill out pertinent information. Check with the chairpersons to see if they prefer to complete their own certificates.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form.

SECTIONS CHAIRPERSON



JOB DESCRIPTION / REVISED 2008 [\(top\)](#)

The SECTIONS CHAIRPERSON shall:

- **Attend all College Club board and general meetings.**
- **Serve as a liaison between the sections and the club.**
- **Prepare information for the yearbook concerning sections. Encourage club members to participate in sections.**
- **Assist in the formation of new sections as desired by club members.**
- **Maintain CCC SECTIONS Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

May – Combined Board Meeting (1st)

Officially assume role. Meet with the outgoing chairperson to receive information and materials. Read job description and review materials received.

By the middle of May, send a communication to all new Section Chairpersons to request the following by June 1 (at the latest): phone numbers and addresses of all newly elected Sections Chairpersons as well as the usual day and time of the monthly meetings.

Remind all Section Chairpersons in the same letter that you will need to a list of actual programs and dates as well as a list of the new year's members by September.

June - Yearbook

Organize the lists of chairpersons, days and times obtained from the Section Chairpersons and send to the President and Second Vice-President by June 1 for use in the yearbook.

September - Programs

Organize the list of actual programs and dates received from the section chairpersons. Display current sections at the first general meeting to encourage club members to join sections.

September – Membership Lists

Check the revised membership lists received from each section chairperson to be sure that all section members are members of College Club. If there are any questions, check with the Membership Chairperson.

Check with the Section Chairpersons to see which sections would welcome new members, so that you can make announcements at general meetings. Section membership lists may also be posted at general meetings to aid in recruitment.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May – General Meetings

Attend general meetings. Publicize sections with openings.

October to May – Publicizing Sections

Ask each Section Chairperson to speak about her group at a general meeting.

Provide sign-up sheets at general meetings for recruiting new section members, encourage Section Chairpersons to refer interested members to other sections if their section is full.

Help to organize new sections as needs or wants arise.

Encourage Section Chairpersons to submit materials for the club's newsletter. (When there is one)

October to May – Supervision of Sections

Encourage Section Chairpersons to invite the President to one of their meetings each year.

Ask the President to communicate or meet, when necessary, with all Section Chairpersons to insure that all sections are operating according to the College Club's and Board's policies.

New Members' Section

The Past President will arrange for at least one new member's meeting throughout the year. She will notify all new members from the past two years personally, and she will ask one of the new members to chair additional meetings so that this becomes an ongoing section.

She will coordinate this event with the sections chairperson, and ask her to introduce new members to our small groups or to begin a new group.

May - Transition

Each section shall elect a new Chairperson or Co-Chairpersons at this time.

May - Combined Meeting (Last)

Attend the combined board meeting. Meet with the incoming Sections Chairperson to exchange information and materials.

Give Historian materials appropriate for permanent records at McKinley Museum.

Disbanding a Section - If a Section is going to disband due to lack of members, leadership and/or interest, a letter shall be written to the College Club Board stating reasons for disbanding. All monies shall be given to the College Club Treasurer for equal distribution to the College Club scholarship and grant funds.

Finances - Each section handles its own income and expenses.

Requests for Honorarium - It is important that each section be self-supporting although the board will provide a \$15 speaker honorarium if needed. Requests for the honorarium are due before April 1. The request must be in writing, stating that the money is needed for a particular reason and stating the number of CCC members in the Section. The

overall Sections Chairperson will take the request to the board for approval.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the “**Bill Submitted**” request form. ([top](#))

TREASURER



JOB DESCRIPTION / REVISED 2008 ([top](#))

The TREASURER shall:

- **Attend all College Club board and general meetings.**
- **Present a monthly report at each Board meeting.**
- **Provide financial guidance to the Board.**
- **Assume responsibility for all financial transactions of the Club.**
 - **Receive all monies.**
 - **Deposit all receipts in the appropriate funds.**
 - **Pay all bills.**
 - **Write all checks.**
 - **Keep the account books current, using bookkeeping practices approved by the Board.**
 - **Fill out governmental forms.**
 - **Manage the insurance policies.**
- **Advise the board of any non collectible loans that have been in arrears for 18 months or more and have been submitted to a collection agency. At that time, the Treasurer may request board approval to close the records on said loans.**
- **Serve as custodian of the bank books and cash box and key to both the post office box and safe deposit box.**
- **Work closely with the President, Financial Secretary, Scholarship Loan, RWTG, December Brunch and May Luncheon Chairpersons.**
- **Serve as chairperson of the Financial Advisory Committee.**
- **Develop a budget for the following year, with the First Vice-President.**
- **After consultation with the Financial Advisory Committee, propose to the Board for approval.**
- **Prepare books for the Auditing Committee to examine, and for the professional auditor to review.**
- **Prepare an annual report of the Club’s finances to be mailed to all Club members.**

- **Be available for assistance at all events where money is handled.**
- **Train the new Treasurer.**
- **Maintain a CCC TREASURER'S Notebook.**
- **Give Historian any materials appropriate for permanent records at McKinley Museum in May. *Make sure that either you or the Auditor give the Historian a copy of the outside auditor's report for permanent records at McKinley Museum.***

COMMITTEE

The Treasurer is on only one committee:

FINANCIAL ADVISORY. The Chairperson of the committee is the Treasurer. It shall consist of the President, President-Elect, Second Vice-President, Treasurer and incoming Treasurer. The committee shall meet at least annually, probably after the January audit, but it may choose to meet before and after that as well. The committee should consider budget projection, program allowance, projection of the SL and RWTG funds, possible dues increase (requires constitutional change and membership notification), and other considerations in adequate time before renewal of investments.

Using the previous year's budget and actual income and expenses, the committee should prepare a budget for the following year. The outgoing Treasurer shall present the budget for approval at the April Board meeting. Each new Board member shall receive a copy of this budget.

The Treasurer works closely with these committees:

Auditing:

Balance the books monthly. See "Directions for Keeping the Journal, Ledger and Loan pages", "Chart of Accounts", and "Financial Organization of College Club" in Treasurer's current file for help.

Provide journal, ledger, receipt book, checkbook, bank books and statements, bills and any other requested financial information to the Club's Auditing Committee twice a year

- January after interest has been credited to various accounts
- June after books have been closed and balanced—before professional review.

The Auditing Chairperson shall call the Auditor early in April and ask if he/she will review the books after the close of the fiscal year, May 31. Before going to the Auditor books should balance, and the amounts due by each Scholarship Loan recipient should agree with the amounts in the Scholarship Loan Chairperson's records. When the Club's Auditing

Committee is finished checking the books, either the Auditing Chairperson or the Treasurer takes them to the Auditor for the annual review. Include notes to call attention to and explain any changes or problems. When he/she is done, examine the Auditor's review to see if the correct picture is reflected. Contact the Auditor if a change is in order.

After the review is complete, put report in Treasurer's file, President's file, and give a copy to the Historian to put in the permanent records in the Historical Society cabinet at the McKinley Museum.

Use the review and the May 31 monthly report for the annual report that is mailed to members with the new yearbooks in September. The incoming and outgoing Treasurers may work together on this report.

December Program:

See comments under May Luncheon.

[\(top\)](#)

Financial Secretary – Dues (May to July):

The Financial Secretary shall turn over to the Treasurer all dues receipts (check and cash), along with a written statement of how much money was submitted and how many members' dues were received. The number of members paying late or reinstatement fines of \$5.00 shall be indicated when applicable. Donations to our various funds should also be itemized. The Treasurer shall give the Financial Secretary a receipt describing the transaction.

All checks made out to the Financial Secretary shall be endorsed over to the College Club of Canton.

The Financial Secretary shall make certain that no dues are received or deposited from the graduating SL or RWTG recipients, who receive a one-year free membership, per Board action.

The Treasurer shall stamp all checks and prepare them for deposit. The dues checks shall be apportioned between the General Fund checking account and the Scholarship Loan Fund savings account. Five (5) dollars of each member's dues is deposited in SL and twenty (20) dollars in General Fund.

All dues and donations collected in April and May for the following year's membership are listed in the journal and ledger as deferred dues, account 175. Be sure to provide detail on the ledger page of account 175 showing

how much money is intended for General Fund dues (200), SL Fund dues (270), donations to SL (275), and donations to RWTG (235). On June 1, the first day of the new fiscal year, the money from account 175 is credited to accounts 200, 270, 275, and 235.

The Financial Secretary can assist the Treasurer during the year and may be a good candidate for a future Treasurer.

MAILING:

Pay the \$36.00 P.O. Box fee in June with a check made out to the Postmaster; the bill will be put in our box. Our box (8433) is located at the main regional post office, 2650 Cleveland Ave. NW. The President, Treasurer, Scholarship Loan and Membership Chairperson should have keys.

In August pay what the mailing chairperson estimates she will need for our bulk mailings for the year with a check made out to Postmaster. Costs will be deducted from this as we use it for mailings.

Pay the \$160.00 annual bulk-mailing fee in January; the bill will be put in our box. Use bulk mailing to the entire membership or to large numbers of members. Our permit number is 882.

Ruth Wolter Tuition Grant:

With the advice of the Financial Advisory Committee, the Board acts each year on the RWTG Committee's recommendations as to whom the grant will be given, how much, whether it shall be one recipient or more, etc. The grant covers ONLY tuition costs. The money for the grant is taken from the interest on all the Endowment Fund accounts. Not more than \$2,000.00 is granted to any one person. (The board may change this depending on the interest earned each year.)

The RWTG Chairperson shall send a letter to the college with descriptive information, i.e. recipient, amount, etc. The Treasurer is to receive a copy of this letter. The Treasurer will receive a statement from the college after the recipient registers. If there is any question before you make the payment, confirm with the RWTG Chairperson that the statement lists only tuition covered by the grant. If inadequate information appears on the statement, it may be necessary for the RWTG Chairperson to contact the recipient and/or the college.

A grant becomes repayable if the recipient does not graduate or complete additional certification.

Donations remain as part of the principal in the savings account, as per Board action, unless the donor specifies otherwise.

May Program:

The Chairperson of the event collects money for meals prior to the meeting and keeps records of who paid. The Treasurer shall deposit the money and give the Chairperson a receipt. No money for meals is collected on the day of the event.

After the event, the Treasurer and the Chairperson confirm expenses with the restaurant and the Treasurer pays the written bill by check before she leaves. Remember that the SL and RWTG recipients as well as the speaker are guests of the club. **NO refunds are given for lunches for which the Club is charged.** *(Some restaurants mailed the bill after the luncheon.)*

The Event Chairperson should keep records of her expenses and submit a "Bill Submitted Request Form" to the Treasurer for reimbursement. **DO NOT TAKE OUT OF PROCEEDS.**

Membership:

Dues for new and reinstated members are handled by the Membership Chairperson. After acceptance by the board, the Membership Chairperson turns over to the Treasurer a list of new and reinstated members, a statement of dues and fines paid by each, and the dues money in total. The Treasurer shall give her a receipt for the transaction.

Membership Chairperson shall extend an invitation to join College Club to graduating SL and RWTG recipients with the notation that the first year's dues are waived.

Members joining the Club in April or May do not need to pay dues again for the next fiscal year. Their names need to be given to the Financial Secretary by the Membership Chairperson.

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Program:

The Program Chairperson works with her committee to set up the year's programs by June 1. The total expenditures should be approximately equal to the amount budgeted for this purpose. The Program Chairperson submits to the President and the Treasurer a list of the programs, dates to be given, the cost of each, along with each house location and cost.

The Program Chairperson shall submit a written bill for every program either sent by the agency or made out by the Chairperson and signed by the speaker or herself as the authorizing agent. “**Bill Submitted Request Forms**” are provided for this purpose.

Sections:

Upon written request to the board, each section of College Club may receive from the General Fund \$1.00 for each paid member of the section, up to a maximum of \$15.00. A list of the paid members of the section must be submitted with the request and approved by the board. Money shall be used solely for a speaker honorarium and can be requested only once annually per section - per board action 12/72.

If a section disbands, the section's remaining money shall be divided equally between the Scholarship Loan and Ruth Wolter Tuition Grant Funds - per board action in 1998-99.

Scholarship Loan:

Late in July or early in August, and upon request of the Chairperson of the Scholarship Loan Committee, the Treasurer shall write all checks to the loan recipients, according to the list submitted, and deliver these checks to the SL Collections Chairperson for distribution. Money to cover these checks needs to be transferred from the Scholarship Loan money market account at Charter One Bank to the checking account there.

The SL Collections Chairperson turns over to the Treasurer each month all loan repayment checks, along with a list of the girls' names, itemizing the amount of each payment and the total. The Treasurer gives the SL Collections Chairperson a receipt describing the transaction. The money is deposited into the SL savings account. The Treasurer and the SL Collections Chairperson shall check to make certain their records agree before the SL Collections Chairperson sends statements of loan accounts to all girls who are repaying their loans or will be repaying before the next statement. Balances should also be checked before audits.

The SL Collections Chairperson is responsible for computing interest charges on past due accounts of the SL recipients. 12% annual interest is charged on delinquent loans. The SL Collections Chairperson should make every effort to keep repayments on schedule.

The Treasurer shall be prepared at all times to give advice on the financial standing of the SL account.

The number of new recipients each year is decided by the board after hearing the recommendation of the Financial Advisory Committee, headed by the Treasurer. In recent years it has been five or six; it may vary, depending on repayments, deferments and outstanding loans at the time.

By board action, the amount of current loan is now **\$1,500** annually for a maximum of **\$6,000** to each borrower. Repayments are **\$125** per month. Repayments start the October following normal graduation, and the loan shall be paid off four years after the June graduation. Any change in the above program shall be recommended only after careful analysis of the income and an eight-year projection of loans to be made and payments to be received.

Any increase in the number of recipients or the amount of the loan must be made upon recommendation of the Treasurer and the Financial Advisory Committee and approved by a motion at a board meeting.

Ruth Wolter Loans:

As of the 2005-2006 year, loans were no longer given out. They were changed to grants. Until the loans from previous years are paid in full, the Ruth Wolter Tuition Grant Chairperson shall give the Treasurer the repayment checks from the loans. The Treasurer shall write her a receipt itemizing the amount of each payment and the total. The money shall be deposited in the RWTG savings account.

The RWTG Chairperson and the Treasurer need to check each girl's balance before audits.

The Ruth Wolter Tuition Grant Chairperson shall be responsible for computing interest charges on past due accounts. 12% annual interest shall be charged on delinquent loans.

Once the two remaining recipients pay in full, this section of the Treasurer's job description shall no longer apply

DEADLINES and DETAILS:

DEADLINES:

May Combined Board Meeting – Change of Officers:

- Attend the combined board meeting.
- Prepare materials for transfer to incoming Treasurer.
- Meet with incoming Treasurer and orient to the position.
- Assist as needed.
- Transfer officially occurs June 1.

A few weeks before the May joint board meeting, the outgoing treasurer shall go to each bank to inquire about the accepted procedure for changing names on the accounts and for the safe deposit box, if available, she shall procure needed forms. *The Treasurer shall inform the new officers of these requirements and procedures and continue to monitor until all requirements are met.*

All receipts of money and bills received by the outgoing Treasurer after the books are closed for the year shall be held for the incoming Treasurer.

The outgoing Treasurer shall meet with the incoming Treasurer between the May Board meeting and the May Program, if possible, to explain the Treasurer's job and to begin turning over all records, equipment, and supplies. The outgoing Treasurer shall receive all monies and write all receipts and checks at the May board meeting; she also shall handle the financial arrangements for the May Luncheon with the May Luncheon Chairperson. The outgoing Treasurer shall work with the incoming Treasurer until the end of the fiscal Year, May 31. The incoming Treasurer shall take over on June 1. An up-to-date job description, list of accounts, inventory, and records shall be turned over to the incoming Treasurer at that time.

August to May Board Meetings:

The Treasurer shall attend all board meetings and take the checkbook, receipt book, and ledger to conduct business. The Program Chairperson and House Chairperson notify the Treasurer of any checks necessary to pay the speaker at the meeting that week or of any financial arrangements necessary (cash box, etc.). Other board members usually submit bills at this time. The Treasurer shall prepare a monthly report containing a statement of cash receipts and disbursements in each of the funds, the assets of the Club, and the number of paid members. She shall provide copies of this report for all board members. The first fall board meeting should include a year-end report through May 31 of the previous fiscal year, as well as monthly summer reports. The budget for the current year shall be distributed to all board members.

Print out minutes of the last meeting from your email to bring to the next board meeting.

October to May General Meetings:

Attend the general meeting. No Treasurer's report is given at the general meeting of the Club unless requested by the President.

MONTHLY DUTY SCHEDULES

- Deposit money collected in correct accounts
- Balance checkbook
- Record Scholarship Loan repayments
- Get interest posted at banks
- Pay bills
- Balance Journal at end of the month
- Post monthly information in ledger, being sure that it balances
- Write a monthly report for the board meeting and distribute to all members

MONTH-BY-MONTH REMINDERS

June

- PO Box fee - \$38.00
- Dues to deposit
- Prepare annual report for mailing with the yearbook

July

- Scholarship Loan checks to write
SL Collections Chairperson sometimes does this in August
- Past Presidents' Luncheon
- Dues to deposit

August

- Pay for yearbook
- Mailing Chairperson needs a check for estimated bulk mailing for the year
Treasurer can just pay this in the bulk mailing department at the PO

September

- IRS Forms are due
- State of Ohio form and \$100.00 registration fee due

November

- Insurance premiums for silver and liability are due

December

- Program

January

- Annual bulk mailing fee due - \$160.00
- Safe deposit box fee due - \$12 .00

February

- Call Financial Advisory Committee meeting

April

- Present proposed budget at board meeting

May

- Request blanket approval to pay bills within budget over the summer
Any additional bills or bills in question must be approved by the President for payment
- Pay May Program expenses before May 31
- Finalize any other transactions for the fiscal year before May 31
- NOTE: RWT Grants are given throughout the following year, as requested

DETAILS:

Annual Report to Membership:

Prepare an annual report of the Club's finances for the President by June 1, to be included in the yearbook mailing. Use the Auditing Committee's report as a basis for this report.

*This replaces the report formerly given at the annual meeting -
Bylaws revision March 1994*

Bank Accounts:

The Club has four Funds: General, Scholarship Loan, Endowment for Mature Woman's Tuition Grants and Ruth Wolter Graduate Loan. *The RW and MWTG funds will be combined into one account, the RWTG Fund, when the funds come up for renewal.* It is the Treasurer's responsibility to be sure that all monies are deposited or withdrawn from the correct fund.

The Club has accounts at First Merit, Charter One and Village Savings Banks. See "Financial Organization of College Club of Canton" in Treasurer's file.

CASH BOX

\$25.00 in small bills and change can be provided by the Treasurer for any meeting when the collection of money is anticipated (for dues, programs, centerpieces, etc.) The person in charge of the meeting shall request the box at the board meeting prior to the general meeting.

Contributions:

Contributions to worthy causes are not encouraged as there are too many deserving causes and it is too hard to arbitrarily choose one over the other.

Disbursements:

Board members requesting payments of bills should attach a completed “**Bills Submitted Request Form**” with proof of expenditures, and mail to the Treasurer or give it to her at a board meeting. Bills without written requests may be denied by the board. Upon payment, the date and check number shall be marked on the form. The bills and “Bills Submitted Request Form” should be filed for the auditor’s reference. No tax paid by the member may be reimbursed.

Donations:

Donations to RWTG and Scholarship Loan are made throughout the year, but most are given with dues checks. Periodically the Financial Secretary needs to provide the Corresponding Secretary with a list of donors, so the Corresponding secretary can write thank you notes to those who gave at some time other than at dues collection.

After the dues statements are mailed in March, any donations made with dues are listed as part of the deferred dues, account 175, with notations in the ledger indicating for which fund they are earmarked. Donations to SL are deposited in the savings account at Charter One Bank. Donations to RWTG are deposited to the savings account at Wayne Savings Bank. On June 1 donations are credited to accounts 275 (SL), 235 (RWTG). Donations made after June 1, and before the following year’s dues are collected, should be directly credited to these accounts.

Ohio legislation requires the Club to give letters of substantiation to donors of \$250.00 or more upon request. It also requires the Club to provide a breakdown of value received and contribution made when we charge \$75.00 or more for an event. (See IRS letter in treasurer’s file)

Fiscal Year (June 1 to May 31):

Make sure that all receipts, deposits, bills, and other transactions pertaining to a particular fiscal year are completed before May 31.

Governmental Forms Required:

File federal income tax using form 990EZ by September 15. Our organization is deemed to be exempt from federal income tax according to code section 501 c. Penalty for failure to file timely is possible. Our federal identification number is: 23-7455921.

File our annual report with the Attorney General of the State of Ohio in the same time period as federal forms are filed. Send the following:

- Copy of form 990 EZ (if requested)
- \$100.00 check, payable to Attorney General, State of Ohio
- Copy of the College Club of Canton’s annual financial report (*Use a copy of the auditor’s review, if requested.*)

Mail the above to:

State of Ohio
Office of the Attorney General
Charitable Law
150 East Gay Street, 23rd Floor
Columbus, Ohio 432215-3130

(Penalty for failure to file timely is possible.)

Historical Records:

The Treasurer keeps the records for *the immediate past 4 years* in the Treasurer's home file, removing the oldest year's records in June to make room for the immediate past year. These records are stored, along with the other historical Club records, in a cabinet we purchased for this use at:

Stark County Historical Society
800 McKinley Monument Drive NW
Canton, OH 44708

The Ramsayer Library in the Historical Society is open Tuesday, Thursday, and Friday from 12:30 to 4:30 p.m.

Near the end of the Club year, select some papers from the oldest year's records in this file for the permanent records at the McKinley Museum and destroy the rest; choose the papers that show how we conducted business that year, those showing anything special, etc. Place them in a large manila envelope with the year and give them to the Historian for her to take to the Library.

SAVE ANY OF THE JOURNAL, LEDGER AND LOAN PAGES
YOU REMOVE FROM THE BOOKS AND HAVE THE
HISTORIAN PUT THEM IN ORDER IN THE TREASURER'S
BOXES AT THE LIBRARY.

(The Historian may help the treasurer on this project.)

Insurance:

Our insurance carrier is Erie Insurance Company. Review the liability and silver insurance policies in the fall to be sure of adequate coverage and reasonable cost. Premiums are due in November. Questions can be addressed to our agent: Donald Gohn at Gohn Insurance Agency, 1405 12th St. NW, Canton, OH 44703-2132. Phone 330-453-3313.

Receipts:

All monies turned over to the Treasurer shall be accompanied by an itemized account, dated, and signed by the board member. The Treasurer

shall provide a numbered receipt for each deposit. Monies shall be deposited not later than five days after receipt.

Silver:

The Club's silver is currently kept by the Hostess Chairperson and is listed on the inventory sheet of the insurance policy.

Sales Tax Exemption:

We do not pay any Ohio sales tax since we have filed as a charitable organization. Give our federal identification number (23-7455921) when asked to fill out a tax-exempt form at different stores with which we do business. Give the reason as 5B-sale to an organization not for profit.

Safe Deposit Box:

Box #374 is located at the 30th Street branch of CHASE BANK. The Treasurer and Scholarship Loan Chairperson have keys. The President, Treasurer and Scholarship Loan Chairperson have access to the box; two signatures are required for access. The box contains all the current SL, RWTG and RW contracts, Club's charter (*Not Found*), IRS Letter of Determination and non-profit mailing permit. The auditing chairperson may need or wish to examine the contents of the box with some of the above mentioned board members

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the "**Bill Submitted**" request form. [\(top\)](#)



WEBMASTER

JOB DESCRIPTION / REVISED 2014 [\(top\)](#)

The Webmaster shall:

- **Attend all College Club board and general meetings.**
- **Maintain and update the College Club website.**
- **Maintain CCC WEBMASTER Notebook.**
- **Give Historian materials appropriate for permanent records at McKinley Museum in May.**

May – Combined Board Meeting (1st)

Officially assume role. Meet with outgoing Webmaster to receive information and materials concerning the office. Read job description. Review materials received.

August

Request updated documents and updates from the Mailing, Scholarship Loan and Ruth Wolter Tuition Grant Chairpersons. Update program list, officers list and documents for the Scholarship Loan and Ruth Wolter Tuition Grant. Archive previous year's minutes and newsletters.

September to May – Board Meetings

Attend all board meetings. If you are unable to attend, send a report with another board member.

Print out minutes of the last meeting from your email to bring to the next board meeting.

September to May

Update the website with monthly Board meeting minutes and reports, program photos and descriptions, and any other pertinent information as needed.

March

Renew domain name. (May be done on a three year basis.)

May - Combined Meeting (Last)

Attend the combined board meeting. Give Historian materials appropriate for permanent records at McKinley Museum.

Meet with the incoming Webmaster to exchange information and materials.

Expenses:

Expenses incurred shall be reimbursed by the Treasurer, with approval by the Board, provided bill or receipt is submitted with the **"Bill Submitted"** request form. [\(top\)](#)