

Stillwater County Homemakers Club Description of Duties

Till Sheet:

One time volunteer, can change each year. Till Sheet is passed out at Spring Council Meeting for everyone to volunteer. Any remaining spaces are filled in by calling members when fair time is closer. You are the contact person for volunteers to call in situation of need, president of their club is secondary contact.

Historian:

Official seat of council, under same expectations and regulations as other officers, which would include volunteer of nominations and term of seat, investment of time to attend board meetings, teamwork to support board members and feedback of position so board members can help you out also.

Maintain photogenic history of Homemakers club in a presentable fashion. Responsible for previous history, (tote) which could include FIXING previous history to make presentable. We have a wonderful 100 years of history that should be taken care of. Take pictures of council meetings at minimum. Opportunity to take pictures and/or receive pictures from individual clubs. May establish a committee to include other interested people.

Publicity:

Official seat of council, under same expectations and regulations as other officers, which would include volunteer of nomination and term of seat, investment of time to attend board meetings, teamwork to support

board members and feedback of position so board members can help you out also.

Primary responsibility of retrieving and distributing latest news of Homemakers, minimum bi-annual council meetings and may include individual club information.

Secondary responsibility help distribute latest news to community outside of members. Possible outlets; newsletter, town newspaper, social media, community advertising with the goal to garner interest in Homemakers club and gain new members. Immediate desire is to have a straight forward ideology of Homemakers with clearly defined points of focus in order to tell new members what Homemakers is about.

Publicity officer should have a good knowledge of the workings of various elements of the media and present the club in the best possible light. Include development of media releases and communicating newsworthy items to various media contacts, should have a sound understanding of on-going and future club activities.

Suggested Duties:

- Develop and implement a public relations program as approved by your Club committee.
- Write media releases concerning upcoming events, interesting personalities and Club and individual highlights or achievements.
- Coordinate and assist in the publication of Club newsletters and reports.
- Liaise with other Club members on a regular basis.

- Advertise all the positive aspects of your Club's activities, highlighting at all times the need for support and acceptance of your Clubs and Junior League 'Codes of Conduct' and good behavior rules.
- Keep your Clubs committee informed of on-going activities.

Any involvement and support in your club is appreciated and integral to your club flourishing!