

# California Club Board Positions

## Qualifications & Skills

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**President:** People skills, ability to delegate authority, support board members as necessary in doing their work; macro-management; long-term planning for the future of the club.

**Vice President – Programs:** Ability to recognize talent in entertainers and negotiate contracts; ability to match entertainment possibilities to the interests and tastes of the California Club; people skills, flexibility, ability to deal with unpredictable and last-minute challenges. Look for alternative sources for entertainers. Work well in advance of events.

**Vice President – Membership:** Strong computer and recordkeeping skills, familiarity with Microsoft Excel; team leadership (for producing directory). Major work load May through November.

**Secretary:** Keeping notes at meetings; concise writing and word processing ability, organized; able to send group emails.

**Treasurer:** Accounting & financial background, skill in MS Excel; people skills.

**Reservations Chair:** Eye for detail; knows Microsoft Excel; ability to handle needs and frustrations of members in a gracious and businesslike manner.

**Publicity Chair:** Computer skills in Excel, Word and/or Desktop Publishing such as Microsoft Publisher to produce flyers, postcards, EBlasts; Write articles for Globe, arrange interviews on Village Television, help with layout for directory, work at least one month in advance.

**Dinners Chair:** Work well with caterer(s); coordinate themes with Programs, Decorations, etc. Work well in advance of events for the season.

**Decorations Chair:** Plan decorations in coordination with theme, purchase or otherwise obtain suitable decoration materials, recruit helpers to help decorate before each dinner/dance, stay after events to remove and save reusable decorations.

**Hospitality Chair:** Greet at the door and/or recruit others to greet for each event. Help attenders find their tables. Handle reservations problems. Assist attendees with special needs. Handle unruly guests including calling security, if necessary. Help as needed with medical emergencies, call 911 if necessary.