

**Smith College Club of Cambridge**  
**Officer and Chair Roles Descriptions**

**President (Officer, Two Year Term):** Duties usually pertaining to the office. President shall preside at all meetings (when she is present), and together with other officers (VP, Treasurer, and Secretary) shall appoint all committees, both standing and temporary. In the absence of the Treasurer, the President shall have authority to sign checks for the club.

**Vice President (Officer, Two Year Term):** Will perform all the duties of the President in the absence of the President. The Vice President shall be in charge of all communications with club members and non club members in the area. She shall ensure the club adheres to all provisions of the Constitution by-laws.

**Treasurer (Officer, Two Year Term, on opposite years as President):** The Treasurer shall receive the funds for the club and shall disburse said funds on the authorization of other Officers. The Treasurer will give a financial report at each meeting and upon request and will keep a list of all active and honorary club members. The Treasurer will also have the responsibility of filing the appropriate forms with the IRS and donors to maintain 501c3 status, and will have duties in support of scholarship collection (mostly with our Annual Wine Tasting Fundraiser). Treasurer will also keep a key for the Club's PO box and regularly check for club correspondence and payments.

**Secretary (Officer, Two Year Term):** The Secretary shall keep minutes of all meetings of the Club. The Secretary shall maintain the Club's Google drive and keep archives in good order, and will act as historian by ensuring copies of all club mailings are archived. Per 501c3 requirements, the Secretary will take minutes at the Annual Meeting and post copies as needed.

Chairs:

**Programs (Two Chairs, Two Year Terms Staggered Between the Roles):** Programs Chairs will take the lead on the planning of all club events, except events which fall under the purview of another Chair (Young Alum Event or Community Outreach, for example). This may include finding space, planning food and beverage, coordinating speakers, and other tasks associated with planning and running a club event.

**Hospitality (One Chair, One Year Term):** The Hospitality Chair will help with details for the Board Meetings (coordinating the Board to make sure food/beverage is present at the meeting) and may help organize events logistics as needed with the Programs Chairs.

**Admissions (One Chair, One Year Term):** The Admissions Chair will coordinate with representatives of the College to organize a Smith presence at local (Cambridge, Watertown, Somerville) college fairs, distribute book awards to local schools, and to fill interview requests as needed.

Community Outreach Chair (One Chair, One Year Term): The Community Outreach Chair will coordinate at least one event per year for interested members of the club to give back to the community through a community service project. Past examples include volunteering at the Greater Boston Food Bank or On the Rise. The Community Outreach Chair may also update the club and the Board on needs and opportunities in the Community as relevant.

**Young Alums Chair (One Chair, One Year Term):** The Young Alums Chair will coordinate at least one event aimed at engaging young alums in the community (as they identify themselves, not strictly based on graduation year). Past examples include trivia nights at local bars.

**Book Club Chair (One Chair, One Year Term):** The Book Club Chair will hold semi-annual meetings where a selected book is discussed among a self-selecting subset of members. This may be done in coordination with other area clubs (currently coordinating with the Boston Club).