

Downers Grove Area Newcomers Board and Committee Positions 2017-2018

Board Positions

President: Presides over the DGAN Board meetings. Assists all Board members in planning events and fundraisers as needed. Ensures compliance to DGAN's by-laws.

1st Vice President/Membership: Welcomes new members and handles administrative steps to join. Manages the membership renewal process, plans the Annual Kick Off Party, Spring Soiree, and New Member Social events. Succeeds the President the following Club year.

****Fundraising:** Coordinates all fundraisers benefitting the Club, primarily the fall and spring Family Photo Party events. Serves as head of the fundraising committee.

****Charity:** Serves as head of the charity committee. Organizes a survey to DGAN members to select annual charity. Acts as the liaison between the charity and the Club to create volunteer and donation opportunities for members. Plans and executes charity fundraisers through the year, with the largest being an annual wine tasting event.

Secretary: Manages membership platform including access, forms, files, reports, event organization, and weekly event emails to members. Adheres to DGAN Communication guidelines, takes meeting minutes, and assists the board with general communication to the club.

Treasurer: Responsible for all monetary collection and reimbursements, paying Club bills, financial statements, preparing and monitoring annual budget, and verifying income and expense entries in Quicken. The treasurer is in close communication with the Board and Committees.

****Marketing & Sponsorship:** Marketing and Sponsorship Chairs handle all group publicity and solicit new sponsorship contracts. Creates flyers and other promotional media as needed. Maintains the Club's external website and social media sites. Also oversees the Newsletter Coordinator, who interanally markets our monthly happenings to our members. Helps all other committees with event marketing.

****Social:** Serves as head of the social committee. Coordinates social committee planning efforts for Ladies, Family, Couples, Book Club, Fitness, Mom & Tot events. Ensures events are planned and submitted to the Executive Board. Establishes social budget. Assists with event set-up and clean-up as needed.

****Bridges:** Works with DGAN Board to identify members that would benefit from a meal provided by a member, during a time of need. Sends birthday greetings to members. Establishes Bridges Committee members. Communicates Bridges requests to committee.

**** Has an active committe who assist in making decisions, helping run events, and bringing new ideas to DGAN. We welcome your involvment in any of the committees. Members can serve on one or multiple committees, depending on your interests. Speak to any member of the Board to be place on a committee.**