

**KCYM JOB DESCRIPTION  
CLUB HOUSE SET-UP CHAIRMAN  
2025-2026**

**Job Description: The chairman shall be responsible for the set-up for all club functions and for reserving additional parking spaces with UMKC.**

**List of Duties:**

1. **AUTOMATIC CHAIRMAN-** Club House Set-Up
2. **AUTOMATIC COMMITTEES – Member:** a) Clubhouse Management; b) Programs; c) Property Management
3. **YOUR DIRECTOR IS:** Director of Property Management
4. She and her committee shall be responsible for the set-up for on site club functions including, but not limited to; Board Meetings, Business Meetings, Programs and Program Luncheons, Club Commitment Day, New Member Forum and Parliamentary Class.
5. She shall work with Programs, Club Courtesy, and Commissariat to determine dates, time and number attending event for proper set-up.
6. She shall work in cooperation with the Director of Property Management and the Club House Manager.
7. She shall report to the Director of Property Management when appropriate.
8. She shall attend all Joint Board of Director Meetings and Business meetings.
9. She shall be responsible for contacting UMKC to reserve additional parking spaces needed for all club functions.

# KCYM TIMELINE CLUB HOUSE SET-UP 2025-2026

*NOTE: Consult the KCYM Yearbook calendar, the Blue Procedure Notebook as well as the appropriate KCYM Members (Pres, Pres-Elect, Benefit Chairs, Directors, Standing Comm. Chairs and/or the event chairmen) to assure proper event set up with respect to event date, time, number attending and any special set up considerations.*

*For all events with more than 30 attendees, send an email to Cay Fogel at [parking@umkc.edu](mailto:parking@umkc.edu) with the number of parking spaces needed.*

## **April:**

- Meet with your predecessor to learn about your job and review Working Notebook.

## **May:**

**The KCYM President will provide you a list of committee members. Confirm the list by contacting all of the committee members via phone or email. After committee members are confirmed, prepare a motion with names in alphabetical order, to approve committee members at the May Joint Board meeting.** Committee Chairmen confirm list of committee members and prepare motion with names in alphabetical order to approve committee members at the May Joint Board of Directors meeting (JBOD). Send electronically to Yearbook Chairman.

- Contact Installation Day Tea Chairs with respect to event set-up requirements. Coordinate set-up and attend Installation Day Tea/Business meeting.
- Set up and Attend JBOD meeting and review Blue Procedure Notebook (Blue Book). Present the motion with your confirmed list of committee members. Email this motion to the Yearbook and Electronic Record chairmen.
- Set up for the President's Calendar meeting (Check with KCYM Pres, as it may be off site).
- Set up for the New Member Forum.

## **June:**

**Set up for June BOD meeting, if on site at Clubhouse.**

## **August to the end of the year:**

**If it is a Benefit Year, then the Benefit Board Meetings, will occur monthly and set ups will be required. Check with Benefit Board Chairs for dates/details.**

**Prepare a committee report to present at the monthly Business Meeting or Joint Board of Dir. Meeting as applicable.**

- Submit article for newsletter (each month) if necessary.
- Submit committee service hours monthly to Service Hours Chairman.

## **September:**

- Set up and attend JBOD meeting.
- Contact Reassembly Day Tea Chairs with respect to event set up requirements.
- Coordinate set up and attend Reassembly Day Tea.
- Set up for the New Member Parliamentary Law Class.

- Set up for the Program if applicable.

**October:**

- Set up for the BOD meeting.
- Set up and attend Civics /Honoring Day.
- Set up and Attend Business meeting
- Set up for the Program if applicable.

**November:**

- Set up for the BOD meeting.
- Set up and Attend Business meeting
- Set up for Program if applicable.

**December:**

**Set up for the BOD meeting – check to see if meeting is onsite.  
Set up for the Program if applicable.**

**January:**

- Write a mid-year report to read at the JBOD and Business meeting. Email report to Electronic Records Chair
- Set up and Attend JBOD and read a mid-year report.
- Set up for Program if applicable.
- Set up and Attend Business meeting and read mid-year report.

**February:**

- Review your job description and timeline and update as requested by the Pres-Elect.
- Set up for Program if applicable.
- Assist with set up for the New Member Coffee as needed.
- Set up for the BOD meeting.
- Update CCD sign-up sheet as requested by President-Elect
- Set up and Attend Business meeting

**March:**

- Set up and attend Club Commitment Day as requested.
- Update/organize Blue Notebook to pass on to your successor. Turn in Blue notebook to Pres-Elect.
- Set up for BOD meeting
- Prepare year-end report.
- Set up and Attend Business meeting and read final report as requested. Email report to Electronic Records Chairman.

**April:**

- Set up the Incoming/Outgoing BOD Meeting
- Meet with your successor and review Working Notebook and responsibilities.
- Submit all service hour to Service Hour Chair.
- Submit final reimbursement forms and copy of receipts to Director for approval by April Business meeting.

- Set up and Attend April Business meeting.
- Issue Hang Tags for New Members. Hand out at NM Luncheon.

**May:**

New Club House Set up Chair will assume duties with the Installation Day Tea Set up or begin your second year as Set up Chair.

rev: 4/2014, 3/2015, 1/2016, 1/2017, 3/2019, 3/2024