

KCYM TIMELINE CONTACTS COMMITTEE 2025-2026

April:

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

May:

- Committee Chairmen confirm list of committee members and prepare motion with names in alphabetical order to approve committee members at Joint Board of Directors meeting (JBOD). Send electronically to Yearbook Chairman and kcyml.electronic.records@gmail.com.
- Attend Installation Day Tea/Business meeting.
- Attend JBOD meeting and review Blue Procedure Notebook (Blue Book).
- Attend President's Calendar meeting.
- Submit Eblast announcing plan to distribute Yearbook at the Club House the week of August 12th (choose two dates that are convenient to you).

July:

- Submit Eblast announcing plan to distribute Yearbook at the Club House the week of August 12th (choose two dates that are convenient to you).

August:

- Submit Eblast announcing plan to distribute Yearbook at the Club House the week of August 12th (choose two dates that are convenient to you).
- Submit article for newsletter (each month) if necessary.
- Conduct yearbook mailing meeting. Yearbook mailing event must be first Friday in August (not necessarily).
- Meet membership at the Club House the week of August 12 to pick up Yearbooks – could coordinate with an affiliate to offer opportunity for service hours for those who choose to pick up yearbooks.
- Coordinate hand delivery of Yearbooks if/when convenient.
- Conduct Yearbook Mailing event Friday August 16th.

September:

- Attend JBOD meeting and give report.
- Attend Reassembly Day Tea.

October:

- Attend Civics Day/Honoring Day.
- Attend Business meeting.

November:

- Attend Business meeting.

December:**January:**

- Attend JBOD and read a mid-year report. Email report to Electronic Records Chairman.
- Attend Business meeting.

February:

- Update CCD sign-up sheet as requested by President-Elect.
- Attend Business meeting.

March:

- Review your job description and timeline as requested by the President-Elect.
- Assist with Club Commitment Day as requested.
- Prepare Working Notebook to pass on to your successor.
- Attend Business meeting and read final report as requested. Email report to kcym.electronic.records@gmail.com.
- Turn in Blue Book as requested.

April:

- Meet with your successor and review Working Notebook.
- Submit all service hours.
- Submit final reimbursement forms and copy of receipts to Director for approval by April Business meeting.
- Attend April Business meeting.
- Contact printing company to give them the new mailing chairs name, phone and address to their home to receive the yearbook delivery to their home in August.

rev: 1/2017, 4/2018, 4/2019, 3/2020, 3/2021 3/2023 3/2024, 4/2025

KCYM JOB DESCRIPTION

CONTACTS CHAIRMAN

2025-2026

Job Description: The Contacts Chairman shall be responsible for relaying information to the membership by email and if necessary, by telephone and US Mail.

The Contacts Chairman and her committee shall be responsible for the distribution of the yearbook to all members. In addition, she is responsible for sending out Newsletters and Eblasts through the MailChimp system as needed. The Chairman will send printed copies of the emailed newsletter to the members with no electronic address.

She shall meet with the Director of Communications who is her liaison to the Board of Directors.

List of Duties:

1. **AUTOMATIC COMMITTEES: Chairman of a)** Contacts Committee
2. **AUTOMATIC COMMITTEES – Member:** a) Yearbook Committee (verifying changes in the roster) b) Newsletter Committee
3. **YOUR DIRECTOR IS:** Director of Communications
4. She shall attend the May, September, and January Joint Board of Directors/Standing Committee Chairman Meetings and all the Business Meetings. Contacts reports are due at the 3 Joint Board Meetings.
5. She shall have the Contacts Committee function only upon request of the President or Board of Directors (if the president is not available).
6. She shall recruit her committee if these positions are not filled on Club Commitment Day.
7. She shall obtain membership data from the Director of Communications.
8. She shall organize and prepare the necessary email list and make sure this list is available to her committee, as necessary. She shall share the contact list for mass communication with the KCYM President and the Director of Communications to be used in case of an emergency and the Contacts Standing Chair cannot be reached.
9. She shall be responsible for making sure that all the members on the Contacts list have been contacted.
10. She shall report rejected emails to the Director of Communications.

11. The yearbooks are delivered to the Contacts Chairman from the printing company and delivered in August.
12. The contacts chairman prints the mailing labels to use in the mailing of the yearbook.
13. If a problem arises concerning the mailing, the Chairman is responsible for solving the problem.
14. Newsletter and Yearbook postage and supplies is purchased by the Contacts Chair and reimbursed to her by turning in her reimbursement form to the Treasurer.
15. Any money remaining in the budget allotment at the end of the year shall revert to the General Fund.
16. If a chairperson requests a mailing, it is required that adequate notice of 10-14 days be given to the Contacts Chairman in advance of the mailing. It is the requesting chairperson's responsibility to type and print her information and deliver it to the Contacts Chairman. It is the Contacts Chair's responsibility to print the labels. It is also the Contacts Chair's job to notify her committee and to arrange for a meeting date. Mailing costs incurred by this separate mailing will fall under the requesting chairman, who will be notified of such mailing costs by the Director of Communications.
17. If adequate notice of 10-14 days cannot be given for a separate mailing, then the requesting committee will be asked by the Contacts Chairman to provide manpower for that mailing.
18. The Contacts Chair is required to pay for the monthly MailChimp basic membership fee and have her credit card on file with the MailChimp system. The fees will be reimbursed to her by turning in her reimbursement form to the Treasurer. Fees associated with mailing of physical newsletters will also be reimbursed to her by turning in her reimbursement form to the treasurer.

rev: 2/12, 1/13, 1/17, 3/23 3/24, 4/2024, 2/2025