

DIRECTOR OF ACTIVE AND ASSOCIATE ACTIVE MEMBERS

2025-2026 Job Description

Job Description: The Director of Active and Associate Active Members shall be a liaison to the Active and Associate Active member categories. She shall plan an Associate Active Honoring Day. She shall be a past Board member and a Club member for at least five (5) years. She shall oversee the Connections Committee.

List of Duties:

1. **AUTOMATIC** – Chairperson: Connections Committee
2. **AUTOMATIC COMMITTEES** – Member: Concerns
3. She shall work with the Director of Associate Sustaining Members in coordinating the Concerns Committee.
4. She shall assist the Director of Associate Sustaining Members with dates, plans and details of Honoring Day.
5. She shall work with the Connections Committee to plan an event for all Club Members in the fall of the year, a “Welcome Back Party” after summer. The event may change from year to year but shall always include all club members.
6. She shall invite any newly reinstated member to either a social event or a program. The purpose is to get the newly reinstated member to feel connected to the club again.
7. She shall work with the Connections Committee to plan an event(s) for the Active and Associate Active members. In the past this has been an Gift Exchange including up to five (5) different classes held in late November or early December.
8. She shall reimburse members of her committee who provide receipts for food provided at events. No service hours shall be given for the donation of food as the donation serves our members and not an affiliate.
9. She shall assist the Director of Membership and the Service Hours Chairman, beginning in late Fall, in identifying “members at risk”. Together, they will address the concerns of these members in fulfilling their membership requirements.

KCYM TIMELINE

DIRECTOR OF ACTIVE AND ASSOCIATE ACTIVE MEMBERS

2025-2026

April:

- Attend Incoming/Outgoing Board of Directors Meeting.
- Meet with predecessor to learn about job. Review Working Notebook and Blue Instructional Book.

May:

- Attend Installation Day Tea/Business Meeting
- Confirm committee members from Club Commitment Day sign-up sheet and prepare motion for approval of committee members.
- Give list of committee members to Yearbook Chairman.
- Attend Joint Board Meeting and present motion.
- Attend President's Calendar Meeting

June:

- Attend Board Meeting.
- Meet with committee to decide what type of summer / fall party to host and who should be invited. Historically, we invited the two most recent classes and two older classes that were not included in the Holiday party. At this time, we have replaced the "summer connections" party with a fall "Welcome Back" party. This is an event for the entire KCYM membership.
- Find a venue for Summer/Fall Party
- Find a venue for Gift Exchange

July:

- Attend Board Meeting.
- Reach out to Committee and arrange a meeting for mid-July
- Plan Fall / Summer Connections Committee party with the Committee.
- Prepare signup sheets for tasks necessary for Fall Party and have committee members sign up for their responsibilities. As always, designate a Committee Member to collect the money prior to the event. The advance payment is your reservation.
- Evites should be sent out in Early August.

August:

- Place notice in September newsletter for the Fall Party (depending upon timing for party and Newsletter mailing).
- Mail Evites.

September:

- Attend Joint Board Meeting.
- Attend Reassembly Day Tea/Business meeting.
- Email the duty sheets to the Committee to remind them of what they signed up to do for the party.
- Host Summer /Fall party.

October:

- Attend Board and Business Meetings.

- Assist the Director of Associate Sustaining with Honoring Day.
- Contact the Director of Communications to obtain list of members to be included in Gift Exchange (those invited this year are 5 most recent New Member Classes, the Board of Directors, the Benefit Co-Chairmen and the Connections Committee members).
- Prepare signup sheets for tasks necessary for Gift Exchange/Holiday Party.
- Meet with Connections Committee to plan the Gift Exchange/Holiday Party. Have a job list and have committee members sign up for their responsibilities. As always, designate a Committee Member to collect the money prior to the event. The advance payment is your reservation.
- Turn in hours for committee members for Summer/Fall party.

November:

- Attend Board and Business meetings.
- Prepare Final Report about Summer/Fall Party for meetings.
- Evites for the Gift Exchange should be emailed in Early November.
- Finalize menu planning with Connections Committee Gift Exchange as RSVPs come in and numbers become more final.
- Place article and pictures in December newsletter regarding the Ornament Exchange.
- Review Job Description/Timeline and submit changes to the President-Elect.

December:

- Attend Board meeting.
- Send the final signup sheet to the Committee. Finalize menu for Gift Exchange with Committee. RSVPs should be in a week before the event.
- Prepare sign-in sheets for Committee Members (items prepared, hours, reimbursement)
- Turn in service hours for committee members and reimburse for monies spent on food for Gift Exchange.

January:

- Attend Joint Board and Business meetings.
- Prepare Final Report for Gift Exchange.

February:

- Attend Board and Business meetings.
- Contact reinstated members to meet at Club Commitment Day

March:

- Attend Board and Business meetings.
- Assist with Club Commitment Day as requested.
- Prepare working notebook to pass on to successor.

April:

- Attend Board and Business meetings.
- Meet with successor.
- Submit all hours for committee members.
- Submit President's report as requested