

KCYM JOB DESCRIPTION

DIRECTOR OF ASSOCIATE SUSTAINING MEMBERS

2025-2026

Job Description

Automatic Chairman: Concerns Committee

Automatic Committees: Connections Committee

- She shall be a liaison to the Associate Sustaining members and communicate information to them as needed. Based on input from the previous year's Board, she shall determine whether to organize a specific event, particularly for Associate Sustaining members. If she proceeds, she will collaborate with the Director of Active/Associate Active members and the Connections Committee to implement the plans effectively.
- She will organize and implement Civics and Honoring Day. She will support the Director of Active/Associate Actives in planning an event specifically for Active/Associate Active members.
- As Chairman of the Concerns Committee, she receives notice of members' special needs due to illness, injury or death in the family. She responds by coordinating meals if needed, sending a card or memorial donation and publishing the information in the newsletter. She may also publish in the newsletter any joyful news (special recognitions, engagement and wedding announcements, baby announcements) received regarding our members.
- She shall be a Board member and a Club member for at least five years.

List of Duties:

- 1) She shall plan Civics and Honoring Day. This is held in October. She shall be responsible for all preparations which include selecting the Civics speaker, submit the announcements for the newsletter, mail/email invitations to the President, Past Presidents, Life, Silver, and Honorary members, coordinate with the Reservations Chairmen, update the Honoring Day script, purchase various items needed for the honoring rose ceremony, lead the honoring ceremony with the assistance of the Director of Active and Associate Active Members.
- 2) She shall assist the Director of Active/Associate Active and Connections Committee with plans for an event for Active/Associate Active members. (For the past several years, this has been a gift exchange in November or December.)
- 3) As Chairman of the Concerns Committee, her duties are as follows:
Notify Concerns Committee members and President of any member's concerns through emails or by telephone. Include appropriate news in reports and newsletters. Use the established guidelines below to determine action.

- Birth of a child: Send card to member.
- Birthday of a Life Member: Send card.
- Death of member or spouse: Send flowers or contributions (\$25)
- Death of Immediate family: Send card.
- Serious illness/accident
 - Of Board member or Past President: Send flowers.
 - Of other members: Send card
 - Of member's husband or child: Send card

Make phone calls periodically to members with illness in their family.

She shall evaluate each instance to determine if it would be appropriate to prepare meals for the member and family (examples-new mother, death or serious illness). If food is to be prepared and delivered, she shall coordinate the effort.

- 4) She shall communicate with Associate Sustainers or receive their feedback via membership survey forms (if available) to determine if they would like to become more involved, if they would like more social interaction, or how their needs could be better met.
- 5) If it is determined whether a special event for Associate Sustainers is desired, she shall, with the help of the Director of Active/Associate Active Members and the Connections Committee, plan and carry out such an event.
- 6) She shall notify the Membership Chairman of the death of any member for the inclusion in a Memorial Service on Installation Day. She shall assist the Membership Chairman with the Memorial Service, if requested.

rev: 4/11, 3/12, 2/2013, 3/2015, 1/2017, 2/2020, 3/2025

KCYM TIMELINE

Director of Associate Sustaining, Concerns Committee

2025-2026

May:

- Attend Installation Day Tea.
- Confirm members who signed up for Concerns Committee.
- Attend Joint Board of Directors meeting and have motion ready to approve members of Concerns Committee.
- With the guidance of the Director of Community Service, select an affiliate to speak at Civics and Honoring Day Program. Coordinate with the affiliate's committee chair.

June and July:

- Attend Board of Directors meeting.

August:

- Submit article for newsletter requesting notification of concerns/joys of members.
- Contact the Director of Membership to obtain list of Past Presidents, Silver, Life, and Honorary Members.
- Place a notice in the September KCYM Newsletter for Honoring Day.
- Assist the Director of Actives and Connections Committee in planning and organizing a summer gathering for designated classes.

September:

- Attend Reassembly Day Tea
- Prepare and mail/email invitations for Honoring Day the second week of the month and ask for RSVPs two weeks before Honoring Day. Consider using Evites for all invitees other than those without emails and possibly, Life and Honorary Members.
- Place notice in the October Newsletter for Honoring Day in addition to the Celebrations and Concerns newsletter article.
- After the RSVP invitation deadline, follow up with phone calls for unanswered RSVPs.
- Contact Reservations with your total numbers of attendees.
- Consult with the President regarding updated script for Honoring Day.
- Coordinate Civics and Honoring Day photography list with Public Relations.
- Attend Business meeting.

October- Honoring Day:

- Attend BOD meeting.
- Buy roses and ribbons for the Honoring Ceremony. Purchase roses on Friday/Saturday before the event. Cut and place each rose in a bucket of water to keep them fresh. Continue to change water through the weekend. On Sunday, remove thorns, re-cut, place them in floral water tubes, and tie ribbons to each rose according to membership categories of invitees. Place article in the newsletter about Honoring Day, along with pictures from the event.
- Attend Business meeting.

November or December- Gift Exchange:

- Assist the Director of Associate Actives and Connections Committee in planning and organizing the ornament exchange.
- Attend BOD and Business meetings.

January:

- Prepare mid-year report for Joint Board of Directors meeting. Include statistics on the number of cards sent, meals prepared and budget.
- Attend BOD and Business meetings.

February:

- Update job description and timeline as needed and submit to President-Elect as requested.
- Attend BOD and Business meetings.

March:

- Attend Club Commitment Day- decorate table.
- Attend BOD and Business meetings.

April:

- Prepare final report and attend Incoming/Outgoing Board of Directors meeting.
- Final update of working notebook.
- Meet with successor and discuss timeline and duties of job.
- Attend Business meeting.

Each month:

1. Prepare a report for the Board of Directors meeting regarding the concerns/joys of the membership received starting in May (see previous reports for format).
2. Prepare a report for the Business meeting using the information from the Board meeting that same month (see previous reports for format).
3. Submit the above information for the monthly Celebrations and Concerns article for the newsletter (see previous newsletters for format).

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MEALS FOR MEMBERS

1. Meal preparation is usually reserved to assist a member because she, her spouse, or child will be having or has had a recent surgery or serious illness.
2. Contact member to evaluate if meals are needed, frequency and duration. Determine convenient drop off place and time. Inquire about food allergies, likes and dislikes for family members.

3. Contact members of Concerns Committee and request sign-up for meal calendar. Mealtrain.com works well for this. Include all pertinent information-special dietary restrictions if needed, member's address and directions, phone number.

4. Email calendar to members in need.

5. Follow up with a phone call to the member towards the end of the meal calendar to re-evaluate for further assistance.

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