

KCYm Job Description DIRECTOR OF PROJECTS 2025-2026

Job Description: She shall serve as liaison for the Current Projects, Future Projects and Magic Ball Chairmen. She shall coordinate the investigations of current projects, future projects and philanthropic endeavors.

List of Duties:

- 1) **AUTOMATIC COMMITTEES – Chairman: a)** Projects
- 2) **AUTOMATIC COMMITTEES – Member: a)** Board of Governors; **b)** Current Projects; **c)** Future Projects; **d)** Philanthropic Benefit Board; **e)** Philanthropic Fund Board of Trustees; **f)** President’s Calendar Meeting during a benefit year.
- 3) She shall oversee the activities of the Magic Ball Chairmen, the Current Projects Chairman and the Future Projects Chairman.
- 4) She shall attend all Magic Ball Board Meetings.
- 5) Upon completion of a philanthropic endeavor, she shall be responsible for evaluating and presenting a recommendation to the Board.
- 6) She shall attend the CCD planning meeting with the President Elect, the Future Projects Chairman and the Director of Community Service to create a description of Community Service Projects for the next Club year to be included by the President-elect in the February newsletter prior to Club Commitment Day.
- 7) After completion of the Magic Ball gala, she shall issue an invoice from KCYM to the KCYM Philanthropic Fund for event planning charges, which are equal to twenty percent of what a professional event planner would quote to entirely plan and put on such an event (including underwriting letters, mailings, prizes and games, food, patrons’ party and decorations.) The amount to be invoiced is currently \$6,000. These steps are necessary to preserve the 501(c 3) status of the Philanthropic Fund.
- 8) She may work with the President-Elect in filling any vacant Project Coordinators which were not filled on Club Commitment Day.
- 9) She shall submit requests for reimbursement through the Director of Administration.
- 10) The Current Projects Chair shall notify the Director of Projects of affiliates that KCYM will no longer serve. It is the responsibility of the Director of Projects to inform the affiliate of the decision.

KCYM TIMELINE

Director of Projects

2025-2026

April:

- Meet with outgoing Director to learn a out your job and review Working Notebook.
- Attend Incoming/Outgoing Board of Directors meeting

May:

- Contact Current Project (CP) and Future Projects (FP) Chairmen to make sure that they know to make motions at the May Board Meeting to have their committees approved with names in alphabetical order and to send these motions to the Electronic Records Chairman after they are approved.
- Attend Joint BOD Meeting (If Benefit year, attend Magic Ball (BB) Meeting). Review Blue Procedure Notebook (Blue Book).
- Attend IDT/Business Meeting.
- Attend President's Calendar Meeting during a Benefit Year.

June-July:

- Attend BOD Meeting (If Benefit year, attend Magic Ball (BB) Meeting)

July:

- Contact Future Projects Chair to submit Newsletter article requesting possible new affiliates for the August Newsletter.

July (preferably) –August:

- Meet with CP, FP Chairmen and Director of Community Service to review time lines and responsibilities. Objective is to coordinate the timing of each committee's request for information (DCS) and committee meetings (CP, FP) and to identify any *meeting time concerns*. Proper sequence and timing of the meeting is important since CP motions to the BOD are due in November and the FP motions to the BOD are due in December.
- Attend BOD Meeting (If Benefit year, attend Magic Ball(BB) Meeting)
- Submit article for newsletter (each month) if necessary.

August:

- Contact Future Projects Chair to submit Newsletter article requesting possible new affiliates for the September Newsletter.

September:

- Attend Joint BOD Meeting (If Benefit year, attend Magic Ball (BB) Meeting)
- Attend Reassembly Day Tea/Business Meeting.
- Contact CP Chairman to make sure she gets evaluation forms to Project Coordinators. Have her set date in late October for a meeting to review all current projects. The Current Projects

Chairman should hold her meeting prior to the Future Projects Chairman's meeting in case there are *new* projects at *existing* affiliates submitted. These are reviewed and discussed at the Future Projects meeting.

- Have the CP Chairman coordinate with DCS to get the projects' evaluations for those that occurred after October of the previous year. Make sure the meeting date works for DCS and Director of Projects. Director of Projects presents the results at the Dec. BOD, so it is critical to be at the meeting.
- Contact FP Chairman to remind her to make an announcement at the October Business Meeting requesting suggestions from members for new affiliates and for *new* projects at *existing* affiliates

October:

- Attend BOD Meeting (If Benefit year, attend Magic Ball (BB) Meeting) and Business meeting.
- Attend Civics/Honoring Day.
- CURRENT PROJECTS MEETING – MID-OCTOBER. Requests of any “new projects of existing affiliates” should be given to FP with as much detail as possible. List of Current Projects approved should also be sent to DCS.
- FUTURE PROJECTS MEETING – BEGINNING OF NOVEMBER. Meet to discuss NEW Affiliate suggestions and new projects with existing affiliates. Vote which to investigate and assign project to a committee member to gather more information if needed.

November:

- Follow-up FUTURE PROJECTS MEETING – BEGINNING OF NOVEMBER. Discuss projects for new affiliates and new projects with existing affiliates researched previously. Vote which projects to submit to BOD. Fut Proj prepares report for DECEMBER BOD Meeting. This should contain detail of the request (i.e., staffing, budget, timing) as well as a general description. List of accepted future projects should also be sent to Dir Comm Serv.
- Attend BOD Meeting (If Benefit year, attend M Ben. Board Meeting) and Business meeting.
- CP Chairman prepares report for NOVEMBER BOD meeting. This should contain detail of the CP Committee meeting discussion and contain 2 MOTIONS for projects: one for projects to continue and one for projects to eliminate.
- Make motions for CP Chairman per her report.

December:

- Make motions FP Chairman per her reports
- Attend BOD Meeting (If Benefit year, attend BB Meeting)

January:

- Joint Board Meeting. Read mid-year report. CP and FP Chairman to read mid-year reports. **After the January BOD meeting, the Current Project Chairmen shall call (not e-mail)**

the current Project Coordinators of potential changes, elimination or modifications to their project. The Future Projects Chairman shall call the member who submitted a proposed project that did not get approved. These are courtesy phone calls only, not an opportunity to get their project back on the list as the Committees have already reviewed and discussed the project evaluation. They will have that opportunity the next year.

- Attend the January Business meeting. The CP and FP Chairman will again read their reports. Motions approved at the Dec BOD meeting will be read by the Director of Administration and voted on by the membership. Email copy of mid-year report to Electronics Chairman and ask CP and FP to do the same.
- Attend the CCD planning meeting with the President Elect, the Future Projects Chairman and the Director of Community Service to create a description of Community Service Projects for

the next Club year to be included by the President-elect in the **February newsletter** prior to Club Commitment Day.

- Attend Magic Ball in benefit year.

February:

- Attend BOD Meeting (If Benefit year, attend BB meeting) and Business meeting.
- Benefit year- Attend final benefit meeting and collect Philanthropic Notebooks. File at Club House Library.
- Review job description and timeline as requested by President-Elect. Remind CP and FP Chairman to review job descriptions and timelines for your approval and then send to President-Elect.
- Update CCD sign-up sheets as requested by President-Elect.
- Prepare table decorations for Club Commitment Day.

March:

- Attend CCD and staff table as requested by President-Elect. Work with the President-Elect in filling any vacant Project Coordinators that were not filled on Club Commitment Day.
- Attend BOD Meeting and Business meeting.
- Turn in Blue Book when requested. Prepare Working Notebook to pass on to successor. Remind CP and FP to do the same.

April:

- Attend Incoming/Outgoing Board meeting. Present final report and email to Electronic Records Chairman. Ask CP and FP to do the same.
- Meet with incoming Director and review Working Notebook.
- Submit all final service hours.
- Submit final reimbursement form with copy of receipts to Treasurer before April 30th.
- Attend Business meeting. Submit article for President's report

rev: 2/2013, 1/2014, 3/2016, 4/2018, 2/2019, 3/2020