

JOB DESCRIPTION PRESIDENT-ELECT 2025-2026

Job Description: She shall be the liaison to the Long-Range Planning Committee. She shall serve as Chairman of the Bylaws Committee. She shall preside in the absence of the President. She shall be responsible for planning Club Commitment Day. She shall maintain an up-to-date file of Directors' and Standing Committee Chairmen's job descriptions and timelines. She shall update the Blue Procedure Notebooks for incoming Directors and Standing Committee Chairmen.

List of Duties:

1. **AUTOMATIC - Chairman:** Bylaws Committee
2. **AUTOMATIC COMMITTEES: Member:** a) Audit; b) Budget; c) Board of Governors; d) Finance; e) Property Management; f) Long Range Planning; g) Newsletter; h) Ways and Means
3. It shall be the duty of the President-elect to preside in the absence of the President.
4. She shall supply the following updated pages to the Yearbook Chairman by the June deadline: "Kansas City Young Matrons Honorary Members of the Board of Directors", "Kansas City Young Matrons Board of Governors" and "Kansas City Young Matrons Philanthropic Fund Officers" and the "Kansas City Young Matrons Philanthropic Fund Board of Trustees."
5. She shall serve as Chairman of the Bylaws Committee. As Chairman, she shall:
 - i Receive proposed changes to the Bylaws by Club members and submit them to the Bylaws Committee, and then to the Board for discussion.
 - ii Present written corrected copy (usually via newsletter) of proposed changes to the Bylaws and Standing Rules to the membership ten (10) days before the Business Meeting
 - iii Prepare for the President, Director of Administration, Parliamentarian and incoming Yearbook Chairman an accurate and complete list of all Bylaws and Standing Rules changes adopted by the membership.
 - iv Maintain copies of all procedures/ instructions for Officers and Standing Committee Chairmen, elected and appointed
6. She shall appoint a secretary for the Bylaws Committee as needed.
7. She shall maintain a continuous file of the minutes of the Bylaws Committee Meetings.
8. She shall maintain a file of Bylaws, Service Hour Guidelines and Standing Rules which have been approved by the membership.

9. She is responsible for maintaining current files of job descriptions and timelines of Directors, Standing Committee Chairmen and Appointees. She requests updates to these by March 1st.
10. Prior to Club Commitment Day, she shall submit an article to the February newsletter that gives a brief description of all the community service projects. She shall update any changes to both Civic and Club sign-up sheets as supplied to her by Directors and Standing Committee Chairmen. She shall organize and make all arrangements for this day.
11. After Club Committee Day, she shall have copies made of each sign-up sheet and create a PDF file of all sheets. She shall distribute the copies to incoming Directors and Standing Committee Chairmen via email and place copies in the Blue Procedure Notebooks. She shall give copies of Project Coordinator's sign-up sheets to the Director of Community Service. The President-Elect will retain the originals and pass them on to her successor.
12. Working with the Director of Community Service, the President-Elect will seek to fill any open Project Coordinators for Community Service Projects. She shall then report the sign-up status of all current and proposed civic projects at the April Board of Directors meeting, whereupon the Board will make a final decision whether or not to continue a project lacking sufficient volunteers. If unable to fill a committee chairmanship, she may call upon the appropriate Director for assistance.
13. With feedback from the appropriate Directors or the entire Board, she shall edit all the instructions for the Blue Procedure notebooks (place on PDF file or doc. file) by the April Incoming/Outgoing Board of Directors Meeting or at the latest, by the Joint Board of Directors/Standing Committee Chairmen Meeting in early May.
14. She shall supply the following updated pages to the Yearbook Chairman by the June deadline: "Standing Committee and Project Descriptions" (i.e., Sections, President, President-Elect (Bylaws, LHB), Director of Administration, Electronic Records, Director of Communications, etc.).

Information Pertinent to Performance of Duties:

1. These persons are automatically on the Bylaws Committee: President; Director of Administration; Parliamentarian
2. Expenses of the President-Elect are to come out of the Director of Administration's budget.
3. Refer to detailed timeline.

rev: 4/08, 4/11, 4/12, 4/2013, 3/2014, 3/2015, 4/2018. 4/2020, 3/2021, 4/2024

KCYM TIMELINE PRESIDENT-ELECT 2025-2026

April:

- Meet with your predecessor to learn about your job (may also involve joint meeting with Parliamentarian)

May/June:

- Confirm list of Bylaws Committee members and prepare motion to approve committee members.
- Attend Installation Day Tea/Business Meeting
- Attend Joint Board Meeting first Wednesday in May.
- Attend New Member Forum, usually week after Installation Day.
- Attend Program Committee Meeting, usually week after Installation Day.
- Attend President's Calendar Meeting, usually mid-May
- Send Newsletter Chairman an article requesting any changes to be made to Bylaws or Standing Rules

By Yearbook Deadline, submit yearbook changes to Yearbook Chairman. These include:

- Update all names under Honorary Members of the Board of Directors; Board of Governors; KCYM Philanthropic Fund Officers and Philanthropic Fund Board of Trustees
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June:

- Attend Board of Directors meeting first Wednesday in June

July:

- Attend Board of Directors meeting first Wednesday in July.
- Send Newsletter Chairman an article requesting any changes to be made to Bylaws or Standing Rules. Review Bylaws & Standing Rules and Service Hour Guidelines yourself for possible changes.

August:

- Submit newsletter article requesting any changes to Bylaws or Standing Rules.

September:

- Attend Joint Board meeting.
- Attend Reassembly Day Tea/Business Meeting
- Host Bylaws Committee Meeting, if there are enough issues to discuss, either in September or October. Be sure to appoint a secretary to keep good notes of this meeting (usually Director of Administration). In addition, keep your own notes for comparison. If the Committee votes to approve changes, first submit them to the Board for approval at a Board meeting. Then provide printed copy to the membership ten days in advance by publishing proposed changes in the newsletter. Then membership votes upon them at a regular business meeting

- You need to put bylaw or SCC rule changes into the newsletter or use an e-blast to insure 10-day notification.
- *Although Standing Rules changes do not require Board approval, it is best to present it to the Board first whenever possible. Otherwise, Standing Rules require 10 days advanced printed copy notice and a vote at a Business Meeting (see #31, Amendment of Standing Rules).
- Submit newsletter article requesting any changes to Bylaws or Standing Rules.

October:

- Attend Board meeting.
- Check with the Director of Finance regarding the Board of Governors' Meeting to determine the amount of money, if any, moved from net income to the Club House Preservation Fund.
- Submit newsletter article requesting any changes to Bylaws or Standing
- Assist Long Range Planning Chairperson to set up a committee meeting
- Attend Business Meeting

November:

- Attend Board meeting.
- Submit newsletter article requesting any changes to Bylaws or Standing Rules.
- Attend Business Meeting

December:

- Attend Board meeting.

January:

- Attend Joint Board meeting.
- Start distributing job descriptions and timelines to Directors and Standing Committee Chairmen. Copy appropriate Directors when sending to SCC. due back March 1
- Attend Long Range Planning Committee meeting.
- **Begin planning for Club Commitment Day (see detailed list)**
- Submit newsletter article requesting changes to Bylaws or Standing Rules; also, an article reminding members of Club Commitment Day (see details for CCD)
- Attend Business Meeting
- Ask Community Service Dir. to start to get next years' Community Service dates for CCD sheets.

February:

- Attend Board meeting.
- **Finalize plans for CCD.**
- **Begin Blue Book instruction sheets revision (see detailed list in Blue Book online file)**
- Follow up with Long Range Planning Chairman to be sure her report is ready to present at March Board meeting.
- Submit newsletter article requesting changes to job descriptions and timelines.

- Prior to CCD, select Appointees (CFF Memorial Library Chairman, Historian, LHB Scholarship Chairman, Parliamentarian, and Assistant Parliamentarian) and ask for their commitment to serve and to keep their appointment confidential until the motion to approve them is done at the May Joint Board of Directors meeting. This can be done in March or even April. It is not announced until the first BOD in May.
- Attend Business Meeting

March:

- **Oversee Club Commitment Day and perform all follow-up (see details for CCD)**
- Attend Board meeting and report on success of projects from CCD. Submit follow-up newsletter article about job description changes and timelines.
- Make a motion at the Board meeting to approve all job descriptions & timelines as revised.
- Begin plans to update Blue Book standard sheets (**see details under Blue Book**).
- **Email CCD sign-up sheets in PDF format to Directors and Standing Committee Chairmen for them to make a copy for their Blue Books.**
- Attend Business Meeting
- Make motion at BOD in March or April on job descriptions and timelines.

April:

- Attend Incoming/Outgoing Board of Directors' Meeting
- Submit your Final Report at Board and Business meeting.
- **Prepare all Blue Procedure Notebooks (see detailed list)**
- Confirm Ad Hoc Committee Chairmen as needed. The motion to approve their chairmanship will be done at the May Joint Board meeting.
- You should make lunch reservations at your restaurant of choice following IDT. Normally, only invite the BOD, (Appointed positions, optional) and other special friends. A dutch treat lunch is what has been done in the past.

By April Board of Directors Meeting:

- Update Blue Procedure Books. Prepare roster of incoming Board and Standing Committee Chairmen. Send this to everyone on the roster to confirm that their information (phone numbers, e-mail address) is correct. Email corrected roster to Board for them to print for their Blue Procedure Books.
- The New Members roster is included in the Blue notebooks.
- Choose an Installing Officer for Installation Day Tea and ask her to keep this confidential. Ask the Dir. of Nominating to provide her with the script. Purchase a small token of appreciation for the Installing Officer from you.
- Ask two members of the incoming Board to provide a small snack and beverage for the May Board meeting.
- Update descriptions under "Standing Committee and Project Descriptions" in Yearbook that fall under President Elect (Bylaws Committee, Long Range Planning Committee)

Mid-April:

- Prepare a copy of all the previous year's Bylaw, Service Hours and Standing Rules changes for the Director of Administration, the Parliamentarian, and the incoming Yearbook Chairman.

- Update and revise Automatic Committee list for the Blue Club Procedure Books.

End of April:

- Send a reminder for the May Joint Board of Directors meeting to all Directors and Standing Committee Chairmen. Attach REPORT FORMAT for them to follow.
- This is a good time to remind the following to attend the President's Calendar Meeting:
 - President
 - President-Elect

Directors:

- Active/Associate Active
- Communication
- Community Service
- Nominating
- Programs
- Projects (during a benefit year)
- Property Management
- Public Relations

Standing Committee Chairmen:

- Admissions
- Assistant Treasurer- should check with Treasurer on dates for Budget meeting and Spring/Fall Audit
- Club House Manager
- New Member
- Social
- Yearbook
- Send a reminder to those attending the New Member Forum in May: President, President-Elect, Director of Membership, Director of Community Service, Parliamentarian (and Benefit Chairmen if a benefit year).
- The New Member Chairman needs the following copies for the packets she will distribute at the New Member Brunch or Forum:
 - Board structure
 - New Member roster
 - Board of Directors and Standing Committee Chairmen roster
 - Historical highlights and Fact sheet

*Prepare cover article for May newsletter

April Business Meeting

- Prepare and read final report for the April Business meeting.
- Submit paragraph synopsis to President for her Annual Report.
- Prepare the incoming President-Elect notebooks to pass on. The President will pass on to you the files of the past two Presidents containing all reports, agendas and minutes.

- Complete Blue Club Procedure Books to be distributed at the Joint Board of Directors meeting in May.

INSTALLATION DAY TEA! CONGRATULATIONS!!

Relax and enjoy the day- you've earned it!!

- Arrange to have your photo taken for the Yearbook and *The Independent*. The Director of Public Relations should call *The Independent* to reserve a special place in the July issue. Send the selected photo via e-mail to the *Independent* as well as the Yearbook Chairman for the Yearbook. You will also need to write a small article for the *Independent*.

After IDT- Prepare for May Joint Board Meeting (your first!):

- Finalize Blue Books. Distribute them at Joint Board Meeting. (This should be done at end of April or sooner - via email)
- Confirm with the Clubhouse Set-up Chairman the calendar for the upcoming events at the Clubhouse. The month of May will entail the Joint Board of Directors meeting, the President's Calendar Planning meeting and the New Member Forum.
- Write the President's article for the May newsletter. (This should be done late April)
- Hold May Joint Board of Director's meeting. Provide an agenda for all attending. Remind Directors and Standing Committee Chairs to invite you and the President-Elect to their meetings. Prepare a Board of Directors meeting hostess sign-up sheet to be passed around at the Incoming/Outgoing Board Meeting in April. This can also be done at the May Joint Board meeting. (Optional)

Prior to President's Calendar Meeting:

- Call or retrieve calendars online of the following schools or districts for your calendar planning meeting: Blue Valley, St. Teresa's Academy, Rockhurst High School, Shawnee Mission School District.
- Prepare for and bring refreshments for calendar planning meeting.
- Assist the New Member Chairman with the New Member Forum by providing her with the sign-up sheets used at Club Commitment Day. These sheets will provide sign-ups for Community Service Projects as well as club functions such as Commissariat, Club Courtesy and social events.
- Make copies or scan all sign-up sheets and distribute appropriately to the following: Director of Community Service, Programs, and Public Relations. They in turn will give them to their Standing Committee Chairmen.
- Attend all Committee Meetings as they prepare for the Yearbook deadline of June 15th: Programs, Ways & Means, and Projects.
- Check mail at the Clubhouse twice monthly or just whenever you are there.
- Send thank you notes to any member who sent in extra money with their dues for whatever purpose. This information can be obtained from the Assistant Treasurer. Send a thank you note to the Installation Day Chairman.

May 30

- Prepare June Board of Directors meeting agenda and write article for June newsletter. There is no newsletter in July.

- Select the location for the July Board of Directors meeting. It is traditionally held away from the Clubhouse, but this is optional. A dutch treat lunch is what has been done in the past.
- **Have a great year!**

rev: 4/2013, 11/2013, 4/2014, 3/2015, 3/2017, 4/2018, 4/2020, 3/2021