

# **KCYM JOB DESCRIPTION WAYS AND MEANS CHAIRMAN 2025-2026**

**Job Description:** She shall be responsible for providing a project or projects to cover budgeted operating expenses of the Club.

## **List of Duties:**

1. **AUTOMATIC: Chairman:** Ways and Means Committee
2. **AUTOMATIC COMMITTEES: Member of:** Budget Committee
3. **YOUR DIRECTOR IS:** Treasurer
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
5. Any money remaining in the budget allotment at the end of the year shall revert to the General Fund.
6. The Ways and Means Committee is responsible for providing a project or projects to help cover a budgeted amount of operating expenses for the Club year. In a Benefit year, if W&M has met their budget, the Board of Directors may decide that no further W&M events are necessary.
7. Sub-Chairmen may be appointed by the Committee with the approval of the Executive Board to take active charge of such events. These Sub-Chairmen are to report and work under the direction of the Ways and Means Committee Chairman.
8. She may confer with the Ways and Means Chairman-Elect and present a proposed project or projects and date(s) for Board approval at the earliest regular Board meeting necessary for projects to be undertaken early in the Club year.

## **Information Pertinent to Performance of Duties:**

1. **These persons are automatically on your committee:** President, President-Elect, Assistant Treasurer, Treasurer and Magic Ball Co-Chairmen.
2. A garage sale may be held as a Ways and Means project if the Board approves, but it must not be set to run in the same year as a Philanthropic Benefit.

# **KCYM TIMELINE**

## **Ways and Means**

### **2025-2026**

#### **April:**

- Meet with your predecessor to learn about your job and review Working Notebook.
- Discuss the importance of communication/marketing of Ways and Means projects. Must use the Newsletter and approved mass mailings/Evites to get the word out!
- SIMPLE, non-labor-intensive projects work best.

#### **May:**

- Committee Chairmen confirm list of committee members and prepare motion to approve committee members at May Joint Board meeting.
- Attend Installation Day Tea
- Attend Joint Board Meeting.
- Meet with Committee to discuss project ideas - take into account potential club effort, club participation, and project chairman effort when choosing projects. Meet in May so that summer projects are possible AND can be announced to the membership before summer begins.

#### **June:**

- Finalize projects making sure the committee supports the list AND that project chairmen, if needed, have been identified and are committed.
- Check with Social Chair to discuss calendar for social functions so as not to schedule W&M project too close to a social function.
- Submit events and dates to the Yearbook committee for inclusion by June 15.

#### **July:**

#### **August:**

- LIST ALL PROJECTS IN THE NEWSLETTER so that members can start planning their calendars.

#### **September:**

- Attend Joint Board meeting.
- Attend Reassembly Day Tea
- Newsletter article

#### **October to December:**

- Newsletter article
- Attend Business meeting

#### **January:**

- Attend Joint Board meeting. Present mid-year report then email to Electronics Chairman.
- Newsletter article
- Attend Business meeting

**February:**

- Newsletter article
- Update Club Commitment Day sign-up sheets as requested by President-Elect

**March:**

- Attend Club Commitment Day and assist as requested.
- Newsletter article as necessary
- Review your job description and submit changes to the President-elect. .
- Prepare Working Notebook to pass on to your successor.
- Turn in Blue Book as requested by President-Elect
- Attend Business meeting
- Attend Budget meeting

**April:**

- Meet with your successor to review job, timeline and working notebook.
- Submit all service hours not already submitted.
- Attend Business meeting and submit final report then e-mail to Electronics Chairman.

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