

KCYM JOB DESCRIPTION

YEARBOOK CHAIRMAN

2025-2026

Job Description: The Yearbook Chairman shall be responsible for publishing the Kansas City Young Matrons Yearbook. She shall meet with the Director of Communications, who is her liaison to the Board.

List of Duties:

1. **AUTOMATIC – Chairman:** Yearbook
2. **AUTOMATIC COMMITTEES – Member of:** a) Service Hours/Data Base;
b) Website.
3. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairman Meeting and all the Business Meetings.
4. She shall be in charge of the Yearbook Committee, which shall compile the Yearbook subject to the approval of the Board of Directors.
5. She shall give a copy of the Yearbook to each member upon payment of dues. **Three (3) Yearbooks shall be filed each year with the permanent records.** One Yearbook shall be given to the Historian. Additional Yearbooks, if necessary, may be purchased from the Director of Communications. Extra yearbooks are given to the New Member class in April. The Director of Communications along with the President decides who will or will not (based on membership status) receive a Yearbook.
6. She shall be responsible for receiving estimates from printers for the next Club year's Yearbook after number of pages and layout are known.
7. She shall assist, along with her committee, the Contacts Chairman and the Contacts Committee during the mailing/distributing of the yearbook.
8. She shall send the roster, calendar and other agreed upon information to the Website Chairman to post on the KCYM website.
9. She shall send the roster, calendar and other agreed upon information to the Admissions Chairman for use in the Admissions Notebook.
10. She shall send an electronic copy of the entire Yearbook and her final report to the Electronic Records Chairman. She shall also provide a jump drive copy

to the Electronic Records Chairman.

11. She shall send jump drive copies of the entire Yearbook to the Director of Communications and the Carolyn Farwell Fuller Memorial Library Standing Committee Chair.
12. Working with the Director of Communications and the Director of Membership, she shall continue to make changes to the KCYM member's personal information throughout the Club Year.

Information Pertinent to Performance of Duties:

1. These persons are automatically on the Yearbook Committee: President, Director of Communications, Director of Programs, Director of Membership, Mailing Chairman, Contact Chairman, and Website Chairman.
2. The Yearbook shall be standardized by using enamel paper, Palatine type, and clips or blue plastic for binding or other such paper and materials as the committee and Board directs.
3. A copy of the Standing Rules, Service Hour Guidelines and the Bylaws of KCYM shall be printed in the Yearbook. The current President provides the updated compilation of all Standing Committees and Community Service Project Descriptions (with assistance from the Director of Community Service), Bylaws, Standing Rules and Service Hour Guidelines and the new calendar; the Historian provides any updates to the historical sketch; and the Treasurer provides the current budget. Committee structure and assignments come from the Director of Administration. The Director of Membership and the Director of Communications update the membership. The Director of Community Service provides and updates the directions to all affiliates and Needlework locations. The President-Elect updates the KCYM Honorary Members of the Board of Directors, Board of Governors, and the Philanthropic Fund Officers and Philanthropic Fund Board of Trustees page. The outgoing Secretary of the Philanthropic Fund shall provide updates to the Bylaws of the KCYM Philanthropic Fund.
4. Proofreading shall include standardization of type styles and size.
5. The New Beginnings section is to be included towards the back of the Yearbook.
6. Yearbooks shall be issued to New Members, Life and Honorary members, and to members whose dues are paid.
7. Upon request, Board members shall be issued an additional copy of the Yearbook for the current year.

rev: 4/97, 4/99, 4/01, 4/04, 4/08,12/2012,5/2013,4/2014, 3/2015, 4/2018,
3/2019, 4/2022, 4/2024