

# **CLUB ESPAÑOL VOLUNTEER LEADER DESCRIPTIONS**

## **AUDITOR**

1. At the request of the club Vice-President, audit the financial records of the club annually, and/or any time a new Treasurer is elected.
2. Periodically review other club financial operations and make recommendations to the Board for changes as appropriate.

## **BOOK CLUB CHAIR**

1. Organize and conduct monthly Book Club meetings from October through April, by identifying hosts for each meeting and obtaining their book selection for the month.
2. Keep the Book Club section of the website up to date.

## **COOKING CLASS CHAIR**

1. Organize Hispanic oriented cooking classes periodically for club members. Arrange for venues through the club Vice-President if needed for recreation center facilities.
2. Ensure the Cooking Class activity description in the website is up to date.

## **DIGITAL TRANSFORMATION COMMITTEE CHAIR**

1. Research and develop processes to automate club financial, registration, payments and other processes.
2. Keep the Board of Directors apprised of plans and progress.

## **INFORMATION TECHNOLOGY COORDINATOR**

1. Coordinate the maintenance and update of the club website. Be the point of contact for club activity managers for website changes.
2. Be the club contact person for the RCSCW IT organization.

## **MEXICAN BOARD GAMES CHAIR**

1. Organize and provide Mexican Board games for club members monthly from October through April. Arrange for venues through the club Vice-President.
2. Ensure the Mexican Board games activity description in the website is up to date.

## **MOVIE NIGHT CHAIR**

1. Organize and provide movies for club members with Hispanic themes monthly from October through April. Arrange for venues through the club Vice-President.
2. Ensure the Movie Night activity description in the website is up to date.

## **NEWSLETTER EDITOR**

Request input for a periodic newsletter from all club members and publish same approximately 4 times per year.

## **PHOTOGRAPHER**

Attend club functions and take pictures for the use of the Membership Chair and the Newsletter Editor.

## **TRAVEL COORDINATOR**

1. Organize club travel opportunities based on member interest, in accordance with the published club travel policy. Arrange for venues through the club Vice-President.
2. Ensure the Travel activity description in the website is up to date.

## **VOLUNTEER COORDINATOR**

1. Obtain volunteer information from club registration forms and other sources to provide the Board with knowledge of members with interests that support club needs.
2. Maintain a list of volunteers and their interests.