

## **Members of the CFUW Saanich Peninsula Executive and Education Trust Fund Committees and Their Responsibilities**

### **PRESIDENT**

The President of the Club provides leadership, guidance and advice for the operation of the Club and its Executive Committee and for the Trustees of the Education Trust Fund (ETF). The President is also an ex officio member of every Club committee, including the ETF.

### **VICE PRESIDENT**

The Vice President is responsible for assisting the President in the performance of her duties.

### **SECRETARY**

The Secretary is responsible for keeping the meeting records and archives of the Club.

### **TREASURER**

The Treasurer is responsible for keeping the financial records of the Club and the Education Trust Fund (ETF) and for providing financial guidance to the Club's Executive Committee and the Trustees of the Education Trust Fund as required. The Treasurer is also an ex-officio member of the Education Trust Fund Trustees.

### **COMMUNICATIONS CONVENER**

The Communications Convener is responsible for communicating information about the Club's aims, purposes and activities to members and to the public at large.

### **FUNDRAISING CONVENER**

The Fundraising Convener is responsible for developing and implementing fundraising activities that will enable the Club to meet its annual commitments to the Education Trust Fund and ensures the Club's financial viability.

### **INTEREST GROUP CONVENER**

The Interest Group Convener is responsible for overseeing the operations of the Club's Interest Groups.

### **MEMBERSHIP CONVENER**

The Membership Convener is responsible for the recruitment and retention of members.

### **PROGRAM CONVENER**

The Program Convener is responsible for planning and executing suitable programming for monthly general meetings.

### **SOCIAL & FACILITIES CONVENER**

The Social Convener is responsible for planning the Club's special events, including the annual Christmas lunch and the Club's annual general meeting; arranging facilities for the Club's monthly general meetings and providing refreshments as required.

### **PAST PRESIDENT**

The Past President shall provide continuity for the other members of the Executive Committee, based on her experience.

### **EDUCATION TRUST FUND TRUSTEES**

The Trustees shall have responsibility for the general welfare of the Education Trust Fund and make recommendations to the Club for the distribution of Trust Fund monies.