

## **Chair Descriptions**

### **Ambassador Chair**

**The Ambassador Chair shall help the Membership Chair at the General Monthly Meetings and at events to promote new members.**

**The Ambassador Chair shall attend General Monthly Meetings, and Board Meetings.**

- If you can not attend one of the meetings let the Membership Chair know
- In the event that the Membership Chair can not attend a General Monthly Meeting the Ambassador Chair will take care of her duties at that meeting
  - o Make sure you have the sign-in sheets and other materials for the sign-in table

**New Member procedure at General Monthly Meetings:**

- Receive filled in new member applications and payment
- Note type of payment (cash, check, credit card) on application
- Make sure the Treasurer receives all payments and member information in a timely manner
- Make sure the Membership Chair received all the information to add to the WCOF roster

**The Ambassador Chair shall help the Membership with the following at General Monthly Meetings:**

- Sign-in table, current member and guest sign-in sheets, name tags, applications, pens on table
  - o Welcome everyone and have them sign-in and fill out name tag
  - o Introduce new members and guests to others
  - o Hand out current WCOF Yearbook to those who have not received it
- Present new members to WCOF and give them name badge, pin, and current yearbook
- End of meeting sign-in for those that did not, make sure all guests signed in, tally and give total number in attendance to the Secretary to note on meeting minutes
- End of meeting check with guests and give them application

**The Ambassador Chair is to keep a binder of all activities to pass on to the next Ambassador Chair.**

**The Ambassador Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who attended a membership activity and send that information to the Dean of Chairs within a month of the activity.**

**The Ambassador Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs**

**Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.**