

Chair Descriptions

Yearbook Editor

The Yearbook Editor starting in June is to gathering all information to update and publish the new WCOF Yearbook. The new yearbook is to be completed and printed by the first Orange District Council Meeting in September.

- The copies go to the Orange District and enough copies for all members go to the Membership Chair to hand out to the current and new members that join

The Yearbook Editor in June is to start soliciting member only ads for the new yearbook.

- By announcing at the June WCOF General Monthly Meeting, have a sign-up sheet
- By posting on our Member Only Facebook Page
- By sending out an email blast to our WCOF members
- Costs for the ads are as follows:
 - o \$25 business card size member cost - \$100 non-member cost
 - o \$50 half page - \$125 non-member cost
 - o \$100 full page - \$150 non-member cost
- Payment for the ads must be paid by August 10th and forms of payment are:
 - o Paid online on our WCOF Website
 - o Paid by cash or check at our General Monthly Meetings
 - o Send a check by mail to our P.O. box to be received by August 10th
- Deadline for art work is August 10th
 - o Preferably the sooner the better
 - o The artwork must be in jpg format and appropriate size
 - o Yearbook Chair may be able scan the business card and/or artwork but clarity is not guaranteed
- Each ad will include a business card and link to the members website on our WCOF website

The Yearbook Editor will receive a current WCOF Roster from the membership Chair in June and ask members to check their information to make sure it is correct.

- She will also ask for pictures from those members who she does not have

The Yearbook Editor is to obtain the following information to update the new yearbook:

- Dates and locations of all General Monthly Meetings
- New General Monthly Meeting presenters/programs from the Program Chair for the new year
- A list of WCOF members who will bring refreshments and opportunity gifts to each WCOF General Monthly Meeting from the Amenities Chair
- WCOF President theme, message and project of the year
- All updated Federation (GFWC), (CFWC), and Orange District information including their new calendar
- Updated roster and pictures of the WCOF Executive Board, chairs and co-chairs from the WCOF President, and 1st VP Dean of Chairs
- All revised WCOF Bylaws and Standing Rules from the Parliamentarian

The Yearbook Editor is to keep a binder of all activities to pass on to the next Yearbook Chair.

The Yearbook Editor is to keep track of any volunteer hours, in-kind donation, money donated, and send that information to the Dean of Chairs within a month of the activity.

The Yearbook Editor 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.