

ROLES & TASKS: JUNE 2009 (as at 3-6-09)

ROLES & TASKS FOR BUSINESS WOMEN'S NETWORK	
1. Speakers/ MC Everyone	Arrange a guest speaker & cameo speaker. MC the meetings.
2. Chairperson, Committee Meetings, Newspaper Ads: Kathy Barnsley	Chair committee meetings. Produce minutes of committee meetings. Prepare & arrange ad in newspaper by coordinating the information from the speakers.
3. Venue: Tina Allen	Book a venue & confirm details with venues- uses the booking sheet to let venues know what we need and expect. Ensure promo table is up and that materials are collected at the end of the breakfast.
4. Treasurer: Deborah Buchanan	Keep the bank account. Deposit cheques & cash collected by RSVP manager. Pay the venue on the morning. Pay other accounts.
5. RSVP's: Div Williams <i>Holds one mailbox key</i>	Record who is attending. Receive RSVP's & collect money for breakfast. Give money & cheques to treasurer for banking. Control the PO box and email mailboxes. Take early bookings at breakfast for next breakfast.
6. Website/Invites: Lisa Shephard	Send out invitations by email each month. Amend the online invitation each month. Maintain website & bulletin board.
6. Database: Debbie Dankworth <i>Holds one mailbox key</i>	Maintain membership database.
7. Guest Speaker Hostess/ Name Badges: Barbara Smith	Arrange name badges for new members and replacements. Meet the guest speaker & new members and make him/her feel welcome, sit with them and introduce them to members.
8. Publicity: Linda Lambrechts/ May King	Prepares press releases and photos to newspapers and other media outlets. Coordinates any other publicity matters.

COMMITTEE MEMBERS:

1. Kathy Barnsley
2. Debbie Dankworth
3. Barbara Smith
4. Div Williams
5. Lisa Shephard
6. Linda Lambrechts
7. Rhonda Lawrie
8. May King
9. Deborah Buchanan
10. Tina Allen