



HOW TO USE YOUR PLACEMENT BROCHURE

This brochure contains information to help you select your placement for next year. Before reading, please consider the following questions:

1. Why am I a member of Junior League?
2. What are my likes and dislikes?
3. What are my talents?
4. What do I want to learn?
5. How much time do I have to volunteer?

After considering these questions, mark all the placement possibilities that appeal to you.

Actives or Non-Resident Actives... \$120.00
Sustainers (resident or nonresident)... \$70.00

IMPORTANT DATES/DEADLINES

PLACEMENT FAIRE

Monday May 3
6:00 p.m. Social
Oregon Electric Station

At the Placement Faire all Projects, Committees and Fundraisers will update you on their activities and answer questions. During the Placement Faire you will meet with your Placement Advisor to discuss your placement for next year. Please remember to inform your Placement Advisor if you will have a change in your membership status for next year.

PLACEMENT PHILOSOPHY AND GUIDELINES

PLACEMENT PHILOSOPHY: The Placement Philosophy of the Junior League of Eugene encompasses the concepts of training, personal growth and voluntarism. The Junior League of Eugene has a placement policy of choice with guidance. The Placement Advisor serves as a Member's advocate in League. Emphasis is on the development of the Member as an individual, as well as balancing her needs with those of the League. Participation in the community along with involvement in League projects and committees is encouraged.

REQUIREMENTS OF MEMBERSHIP: Refer to Standing Rules Article III, Section A 1 and 2

1. Payment of annual dues.
2. Attend General Meetings.
3. Fulfill Service obligations.
4. Fulfill committee placement.

PRIVILEGES OF MEMBERSHIP:

ALTERNATE PLACEMENTS – Refer to Standing Rules Article VII Section C 1, 2, 3 & 4
Dues are the same as Active status.

1. Community Board – Members wishing to serve on a working Community Board
Requirements:

- Limited to two years in succession.
 - Encouraged to serve on a League committee.
2. **Active Ruby**– This status is available to members beginning their 5th year of service, excluding the New Member year. This placement may be requested as many years as desired.
Requirements:
- Fulfill placement.
 - Attend 4 General Meetings. If you will be absent, please notify your Placement Advisor in advance.

LEAVES - Refer to Standing Rules Article VIII

1. **Minimum Year** – Relieves a Member from her placement obligations.
Requirements:
- Complete alternate placement request form.
 - One Minimum year will be granted per League career.
 - Fulfill Service obligations.
 - Pay annual dues.
 - Attend all General Meetings.
2. **Emergency Leave** – Will be granted for long-term absences and emergencies not to exceed one year. All placement and fundraiser obligations are relieved. Complete Emergency Leave Request form.
3. **Maternity/Family Leave** – Leave may be up to four months from the date of baby's birth or adoption.
Requirements:
- Complete Maternity/Family Leave form.
 - All League placement obligations are relieved.
 - Service obligations should be scheduled before or after the leave.
 - Regular General Meetings and Committee Meetings are not required during leave.



EARLY PLACEMENTS

Cookbook Fundraiser Committee

- Cookbook Chair

Fundraiser Event Planning Committee

- Fundraiser Event Planning Chair

Community Enrichment Committee

- Community Enrichment Chair

Membership Committee

- Membership Chair

Nominating/Placement Committee

- Nominating Chair
- Placement Chair
- Assistant Chair/Recorder
- Placement Advisors (5)
- New Member Placement Advisors (2)

Communications Committee

- Communications Chair
- Vignette Editor

Training and Events Committee

- Training and Events Chair

COOKBOOK FUNDRAISER COMMITTEE

Committee Time Commitment: June-to-June. Joint (Incoming-Outgoing) Committee Meeting in June; monthly Cookbook Committee meetings; other meetings as needed.

Committee Function: Oversee operations of the JLE Cookbook Business, which is responsible for the sale of JLE's cookbooks, *A Taste of Oregon* and *Cooking from the Coast to the Cascades*. All placements report directly to the Cookbook Chair.

Cookbook Chair-1 placement

Placement time Commitment 10 to 20 hours month

- Plan and chair committee meetings.
- Develop long term planning.
- Review events and success of sales at events.
- Make recommendations for events that this committee attends in the next year.
- Manage and monitor the cookbook committee budget and determine if there are new or better events to attend, review how many books were sold at an event in relation with how many volunteers were needed and how much the committee spends to attend the event.
- Responsible for day to day business management.
- Oversee other committee members.
- Speak to league membership and new members on behalf of committee.
- Attend leadership orientation.
- Attend evaluation meetings.
- Delegate and train committee chair successor.
- Be prepared for advising role the following year.

FUNDRAISER EVENT PLANNING COMMITTEE

Committee Time Commitment: June-to-June. Attend Leadership Orientation; Joint (Incoming-Outgoing) Committee meeting in June; monthly Fundraiser Committee meetings; Finance Council meetings; other meetings as needed.

Committee Function: Facilitate and manage fundraisers for the Junior League of Eugene.

FUNDRAISER EVENT PLANNING CHAIR – 1 placement

Placement Time Commitment: Approximately 6-12 hours/week.

Reporting & Responsibilities:

The Fundraiser Event Planning Chair reports to the Finance Vice-President. The Finance Vice-President works closely with the Treasurer and other Fundraiser Committee Chair, and serves as advisor in financial decisions, such as major expenditures. The Finance Vice-President reports to the Board of Directors.

- Keep an accurate notebook/file of all pertinent information.

- Plan and facilitate committee meetings.
- Facilitate successful fundraisers.
- Maintain calendar of events for upcoming fundraisers.
- Develop and follow plan and budget associated with the fundraisers.
- Attend evaluation meetings; prepare and present funds development evaluation reports, including budget and placement recommendations for the following year.

COMMUNITY ENRICHMENT COMMITTEE

Committee time commitment: June-to-June. Attend Leadership Orientation; Joint (Incoming/Outgoing), Committee meeting in June; and monthly Community Enrichment Committee meetings.

Committee Function: Overseeing our community projects, 'Done-in-a Day' projects and focusing on meeting the needs of children in alternate care. Collaborating with the Foster Family Association, Department of Human Services, and other agencies to identify the needs of these children and their families. Explore other opportunities for JLE to increase community awareness and advocate strengthening the system. Overseeing *A Caring Place*.

COMMUNITY ENRICHMENT PROJECTS CHAIR - 1 placement

This Chair will generally serve as Community VP the following year.

Placement time commitment: Approximately 12-15 hours/month.

Reporting & Responsibilities:

- The Chair reports directly to the Community Vice-President, who then reports to the Board of Directors
- Oversees anchor project (ACP) and Done-in-a-Day" projects. Plans and leads monthly meetings.
- Receives updates and information from co-chair(s) for written reports as required by the Board of Directors. Attends ACP Collaboration Committee Meetings periodically to ensure thorough understanding of relevant issues at hand with ACP and to maintain positive connections with the Collaboration Team.
- Connects the Community VP with the committee's plans, activities, and outcomes.
- Manage budget and oversee expenses.
- Communicate with General Membership and the Communications Committee regarding events and how the public and Membership can participate.
- Attend evaluation meetings; Prepare and present project evaluation reports, including budget and placement recommendations for the following year.
- Keep notebook/file of all pertinent information and train successor.
- Oversees operating and administrative responsibilities of the long term 'anchor project' (ACP).
- Be highly organized and have the ability to manage records carefully, specifically financial records, attendance, and JLE volunteer participation. This requires frequent/regular communication with the Community VP, ACP Director, and Collaboration Committee members to obtain necessary records.
- Assists the Community VP in planning and/or leading monthly Collaboration Committee meetings.
- Assists the Volunteer Coordinator by sharing information on ACP volunteer needs and volunteer instructions (as she is made aware by the ACP Director or other members of the Collaboration Committee) to the Volunteer Coordinator in a timely manner.

NOMINATING/PLACEMENT COMMITTEE

Committee Time Commitment: June-to-June. Attend Leadership Orientation as directed by the board; Monthly Committee meetings; Membership Council meetings; Board Meeting for mid-year Evaluations other meetings as needed.

Committee Function: Work with membership to ensure proper placement and training opportunities for all members.

NOMINATING CHAIR – 1 placement

Placement Time Commitment: Approximately 2-3 hours/week

Reporting & Responsibilities:

- The Nominating Chair reports to the Membership Vice-President
- The Nominating Chair works in close collaboration with the Placement Chair
- Plan and chair the Nominating component of Nominating/Placement Committee meetings
- Serve as a non-voting resource of the Nominating/Placement Committee, using her vote only in case of a tie.
- Oversee budget and keep records of expenditures
- Write or delegate *Vignette* articles, supplying pictures of activities if possible.
- Attend mid-year evaluation meetings; prepare and present mid-year evaluation reports, including budget and nominating recommendations for the following year.

- Speak at meetings to educate Members about (1) leadership opportunities, including AJLI Association positions (2) the nominating process and (3) slating.
- Slate delegates for trainings.
- Study conference and training opportunities and determine whether JLE should participate.
- Assist with resumes of JLE Members applying for AJLI Association positions.
- Prepare slates for Board, Council and Committee Chairs
- Assist with travel arrangements and conduct orientation sessions for conference delegates.

PLACEMENT CHAIR – 1 placement

Placement Time Commitment: Approximately 3-5 hours/week

Reporting & Responsibilities:

- The Placement Chair works in close collaboration with the Nominating Chair
- Maintain uniform membership records
- Plan and chair Placement component of the N/P committee meetings
- Oversee budget and keep records of expenditures
- Write or delegate monthly *Vignette* articles, supplying pictures of activities if possible.
- The Placement Chair reports to the Membership Vice-President
- Attend mid-year evaluation meetings; prepare and present mid-year evaluation reports, including budget and nominating recommendations for the following year.
- Keep notebook/file of all pertinent information and train successor.
- Speak at General Meetings to inform Members and New Members of placement opportunities and procedures
- Oversee and Participate in Fall and Spring Questionnaires of membership.
- Oversee status changes and filling of placement openings.
- Implement Membership Menu by keeping track of membership participation
- Educate Members about placement opportunities
- Plan Placement Faire in May
- Place membership for the coming year
- Serve as a voting member of the Nominating committee
- Produce and distribute Placement Brochure
- Recognize Members at general meetings for participation in league and Birthdays
- Serve on committee in advisory role following year.

Requirements:

- Must have served at least one year as an elected member of Nominating/Placement Committee
- Sits on Nominating/Placement Committee the following year in an advisory role.

Recommended Skills:

Ability to organize, work with people, manage diverse responsibilities, Ability to keep information confidential, Knowledge of League Structure

ASSISTANT CHAIR/RECORDER – 1 placement

Placement Time Commitment: Approximately 3-4 hours/week.

Responsibilities:

- Attend all Nominating/Placement meetings
- Inform committee members of upcoming meetings
- Record and distribute minutes of Nominating /Placement Meetings to N/P Chairs, President, Membership Vice President, Secretary and Placement Advisors.
- Responsible for preparing and maintaining name tags at general meetings.
- Coordinate preparation and distribution of advisor notebooks with the help of Placement Chair.
- Vote at all Nominating/Placement meetings
- Assist Nominating/Placement Chairs as needed.
- Perform duties as Placement Advisor
- Keep notebook/file of all pertinent information and train successor.
- Assist in production and distribution of Placement Brochure
- Succession to Chair the following year encouraged.

Requirements:

- Must have served a minimum of two active years in the Junior League of Eugene

Recommended Skills:

League knowledge, ability to listen and be objective; organizational, communication and problem solving skills. Ability to keep information confidential.

PLACEMENT ADVISORS - 3 Placements

Two of the 3 advisor positions will be a two-year commitment. Succession to N/P Chairs the following year encouraged.

Placement Time Commitment: Approximately 2-4 hours/week.

Responsibilities:

- Attend all Nominating/Placement committee meetings.
- Attend evaluation meetings.
- Arrive early to General Meetings to staff sign-in table and greet Advisees.
- Keep records of Advisees' permanent record and community service activities.
- Contribute to *Vignette* as requested by Chairs and assist with updating the placement brochure.
- Assist in slating board, chairs, placement advisors and other early placements
- Keep notebook/file of all pertinent information and train successor.
- Assist in placing membership
- Assist in planning Placement Faire
- Attend New Member Orientation and Trainings (as needed)
- In late August/early September contact each Advisee to go over specific placement duties
- Maintain contact w/ Advisees throughout the year
- Conduct Fall and Spring Questionnaires of all Advisees

Required:

- Must have served a minimum of two active years in the Junior League of Eugene.

Recommended Skills:

League knowledge, ability to listen and be objective; organizational, communication and problem solving skills. Ability to keep information confidential.

NEW MEMBER PLACEMENT ADVISORS - 2 placements – Sustainers recommended

Placement Time Commitment: Approximately 3-4 hours/week.

Responsibilities:

- Maintain contact with new Members through the year on a regular basis.
- Arrive early to General Meetings to staff sign-in table and greet New Members.
- Keep records of New Advisees' permanent record and community service activities.
- Conduct Spring Questionnaire for new members
- Attend all Nominating/Placement committee meetings. All new member orientation, socials and new member trainings per membership training calendar.
- Attend Mid-year evaluation meetings.
- Assist in placing membership
- Keep notebook/file of all pertinent information and train successor.
- Secure commitment of slated Members and Delegates.
- Keep notebook/file of all pertinent information and train successor.
- Attend New Member Orientation and Trainings (as needed)
- Must have served at least one year as an elected member of the Nominating/Placement Committee

Requirement:

- Must have served a minimum of two active years in the Junior League of Eugene.

Recommended Skills:

- Ability to organize and motivate
- Knowledge of JLE structure, philosophy and procedures
- Computer and word processing skills
- Ability to keep information confidential.

COMMUNICATIONS COMMITTEE

Committee Time Commitment: June-to-June. Attend Joint (Incoming-Outgoing) Committee Meeting in June; monthly Committee meetings; other meetings as needed.

Committee Function:

- Develop and maintain effective communications both internally and externally.
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers
- Develop effective and efficient ways to communicate information to members as well as obtain member input and feedback.

COMMUNICATIONS CHAIR – 1 placement

Time Commitment: Approximately 5-7 hours/week.

Reporting & Responsibilities:

- The Communications Chair reports to the Communications Vice-President
- Chair and support activities of the Communications Committee to include: *Vignette* production, website administration, yearbook production, bulk mailing coordination and PR/Marketing, activities.
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers.
- Provide training to Board members and Committee Chairs outlining the Communication Processes; including specific PR policies and procedures. Coordinate this training with the President and Communication Vice-President.
- Review and edit all correspondence as requested from other committees. Approve in conjunction with JLE President before distribution within JLE or to the community.
- Provide training and assistance to committee members.
- Attend evaluation meetings; prepare and present In-League evaluation reports including budget and placement recommendations for the following year.
- Oversee and keep records of committee budget and expenses.
- Attend, oversee and schedule committee meetings and prepare agendas.
- Record and distribute Committee meeting minutes to Committee members and Communications Vice President. Send copies of meeting minutes and completed council report to JLE Vice President each month.
- Keep notebook/file of all pertinent information and train successor.

Recommended skills:

- Must have strong communication and organizational skills.
- Writing/proofreading skills
- Ability to organize, prioritize and delegate.
- Motivate through example and enthusiasm.

VIGNETTE EDITOR – 1 placement

Time Commitment: Approximately 2-3 hours/week, produce three issues per year

Reporting & Responsibilities:

- The *Vignette* Editor reports to the Communications Committee Chair and is a member of the Communications Committee.
- Continually evaluate the value added and cost associated with producing the *Vignette* to ensure its use as a cost effective and informative resource.
- Choose the layout, edit, proofread and help design the *Vignette*. Hours are heavier during months with a *Vignette* deadline (approx. 15 hours/week)
- Work with a printing company to coordinate and facilitate the typesetting, printing and distribution of the *Vignette* for each issue.
- Gather articles for *Vignette* publications from JLE Members, Committee Chairs, Council Members and President.
- Manage extra copies of the *Vignette* and save *Vignettes* for the League library
- Encourage JLE Members and Chairs to submit photos. The editor may also take pictures.
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers.

Recommended Skills:

Strong communication skills, Organizational skills with an attention to detail, Writing/proofreading skills are helpful, Motivate through example and enthusiasm, Self-motivated and comfortable with pressure of meeting tight deadlines.

TRAINING AND EVENTS COMMITTEE

Committee Time Commitment: June-to-June. Joint (Incoming-Outgoing) Committee Meeting in May; monthly Committee meetings; June dinner and other meetings as needed.

Committee Function: Meet training needs of League and our community. Make arrangements for all General Meetings. Plan All-League social events, Plan June Dinner.

TRAINING AND EVENTS CHAIR – 1 placement

Placement Time Commitment: Approximately 1-3 hours/week.

Reporting & Responsibilities: The Training and Events Chair reports to the Membership VP President, who reports to the Board of Directors.

- Plan and chair committee meetings and coordinate efforts of Committee Members.
- Oversee and keep records of committee budget.

- Develop and coordinate JLE trainings; arrange for speakers at General Meetings, workshops and the introduction of guest speakers.
- Make all arrangements for each General Meeting, including scheduling room, set up for speakers (screens, projector), decorating, planning and arrangement of food.
- Evaluate the training opportunities offered within JLE and oversee the coordination of trainings
- Plan and execute annual JLE June dinner and annual meeting
- Provide direction and leadership while planning social events; plan December event.
- Re-evaluate meeting location prior to signing contract the following year.
- Write or delegate monthly *Vignette* articles, supplying pictures of activities if possible.
- Attend evaluation meetings; prepare and present In-League evaluation reports, including budget and placement recommendations for the following year.
- Keep notebook/file of all pertinent information and train successor.

Recommended skills: Ability to speak in public, be organized and motivate people.

MEMBERSHIP COMMITTEE

Committee Time Commitment: June-to-June. Attend Joint (incoming-outgoing) Committee Meeting in June; all Membership Committee meetings, New Member trainings/meetings, other meetings as needed.

Committee Function: Train and inform New Members and conduct ongoing membership recruitment.

MEMBERSHIP CHAIR – 1 placement

Placement Time Commitment: Approximately 4-6 hours/week.

Reporting & Responsibilities: The Membership Chair reports to the Membership Vice- President, who reports to the Board of Directors. She also works in close collaboration with the Placement Committee to ensure member satisfaction.

- Plan and organize membership committee meetings.
- Oversee and keep records of committee budget.
- Process prospective member applications.
- Coordinate new members yearly schedule and calendar.
- Introduce the New Members at the General Meetings.
- Present and vote in New Members for active membership as needed.
- Attend evaluation meetings; prepare and present evaluation reports, including budget and placement recommendations for the following year.
- Keep notebook/file of all pertinent information and train successor.
- Follow up with prospective members not currently in League.

Recommended skills: Ability to communicate and organize; knowledge of JLE structure, philosophy and procedures.



ALL OTHER PLACEMENTS

Cookbook Fundraiser Committee

- Purchasing Director (1)
- Public Relations Director(1)
- Marketing Director(1)
- Sustainer (1)

Fundraiser Event Planning Committee

- Assistant Chair/Recorder (1)
- Event Sponsor Liaison (1)
- Event Coordinator (2)
- Marketing Coordinator (2)

Membership Committee

- Assistant Chair/Recruiter (1)
- Training Coordinator (1)
- Social Coordinator.(1)

Community Enrichment Committee

- Community Enrichment Anchor
- Project Asst. Chair (1)
- Volunteer Coordinator (1)
- Assistant Volunteer Coordinator (1)
- Projects Team(4)
- Community Enrichment Asst. Chair (1)
- Sustainer Advisor (1)

Communications Committee

- Assistant Editor/Ad Manager (1)
- Marketing Coordinator(1)
- Website coordinator(1)
- Communications Secretary
- Grant Writers (2)

Training and Events Committee

- Assistant Chair/Recorder (1)
- Planners (2)

COOKBOOK FUNDRAISER COMMITTEE

Committee Time Commitment: June-to-June. Joint (Incoming-Outgoing) Committee Meeting in June; monthly Cookbook Committee meetings; other meetings as needed.

Committee Function: Oversee operations of the JLE Cookbook Business, which is responsible for the sale of JLE's cookbooks, *A Taste of Oregon* and *Cooking from the Coast to the Cascades*. All placements report directly to the Cookbook Chair.

Purchasing Director

Placement Time Commitment 5-10 Hours Month

- Solicit other leagues for swap cookbooks,
- Manage FRP orders for JLE books,
- Create a catalogue of Swap cookbooks,
- Process orders (including the form and physical shipping, etc),
- Create an order form that members can access from the website and send or email to cookbook committee, manage inventory by tracking all the books that FRP has,
- Control and track office inventory including JLE books and books from other leagues, update inventory count at the beginning and end of each year,
- Bring all books, decorations, price lists, tables, and league materials to general meetings or sales events,
- Train successor and be prepared for advising role the following year.

Marketing Director

Placement Time Commitment 5-10 Hours Month

- Maintain and update database of cookbook distributors including names and phone numbers,
- Send price-sheet to distributors, solicit case orders from distributors by calling, emailing, and faxing a price list and description of books,
- Send sale information to distributors, recruit other committees to participate in other sales events by sending around volunteer sign-up sheets at general meetings,
- Update pricing brochure,
- Manage Google button sales by packaging and mailing single orders,
- Bringing all books, decorations, price lists, tables, and league materials to general meetings or sales events,
- Train successor and be prepared for advising role the following year.

Public Relations Director

Placement Time Commitment 5-10 Hours Month

- Train League members how to sell cookbooks at fairs and events,
- Recruit JLE members to participate in sales events,
- Keep JLE members up to date via Vignette and eBlasts,
- Bring all books, decorations, price lists, tables, and league materials to general meetings or sales events,
- Introduce swaps at all general meetings, tailgate before and after each meeting for approximately half hour to sell books to members,
- Create promotions or incentives for League members who sell cookbooks,
- Coordinate with Communications Committee to put together new materials for sales events,
- Send eblasts to other committees to join cookbook committee meetings,
- Bring contacts and ideas regarding monthly event or promotion, train successor and be prepared for advising role the following year.

Sustainer Rep to Cookbook Committee

Placement Time Commitment 3-7 Hours Month

- Plan Sustainer tea in December (including finding location, getting volunteers, organizing recipes and people to donate menu items),
- Help prepare recipe items for tailgating before and after general meetings,
- Deliver individual local orders, bring all books, decorations, price lists, tables, and league materials to general meetings or sales events,
- Bring books to sustainer game nights, book clubs, etc.,
- Attend cookbook committee meetings, sales events, general meetings, train successor and be prepared for advising role the following year.

FUNDRAISER EVENT PLANNING COMMITTEE

Committee Time Commitment: June-to-June. Attend Leadership Orientation; Joint (Incoming-Outgoing) Committee Meeting in June; monthly Fundraiser Committee meetings; other meetings as needed.

Committee Function: Facilitate and manage fundraisers for the Junior League of Eugene.

ASSISTANT CHAIR/RECORDER – 1 placement

Placement Time Commitment: Approximately 6-8 hours/week.

- Attend all Fundraiser and Event Planning meetings.
- Inform committee members of upcoming meetings.
- Record and distribute minutes to Fundraising and Events Planning Chair, President & Finance Vice President.
- Write or delegate monthly *Vignette* articles, supplying pictures as activities if possible.
- Keep notebook/file of all pertinent information and train successor.
- Succession to Chair the following year encouraged.

EVENT COORDINATOR – 2 placements

Placement Time Commitment: Approximately 3-6 hours/week (work load increases leading up each event)

- Attend committee meetings
- Facilitate the production of the Run and Eugene's Most Eligible fundraising events.
- Work with chair and assistant chair to develop a business plan and budget associated with each event.
- Keep an accurate notebook/file of all pertinent information.
- Write *Vignette* articles if appropriate.

Recommended skills: Ability to plan, organize and work well with people. Creative and task-oriented.

MARKETING COORDINATOR- 2 placements

Placement Time Commitment: Approximately 2-5 hours/week (work load will vary with event timing)

- Attend committee meetings.
- Work with the event coordinators and sponsorship liaison to organize and execute the marketing effort for the League's fundraisers.
- Coordinate with the Communications Committee as needed on the PR and marketing efforts.
- Work with sponsor liaison to secure media sponsor.
- Work with media sponsor to execute marketing plan as appropriate.
- Keep an accurate notebook/file of all pertinent information.
- Write *Vignette* articles if appropriate.

Recommended skills: Ability to plan, organize and work well with people. Creative and task-oriented.

EVENT SPONSOR LIASON- 1 placement

Placement Time Commitment: Approximately 2-5 hours/week (work load will vary with event timing)

- Work with event coordinators and marketing coordinators to determine Junior League of Eugene's sponsorship needs for each event.
- Cultivate relationships with sponsors/potential sponsors.
- Facilitate communication between the Junior League of Eugene and sponsors.
- Ensure sponsors overall satisfaction.
- Keep an accurate notebook/file of all pertinent information.
- Write *Vignette* articles if appropriate.
- Responsible for coordination of solicitation and donation management.
- Attend committee meetings.

Recommended skills: Ability to plan, organize and work well with people. Creative and task-oriented.

COMMUNITY ENRICHMENT COMMITTEE

Committee Function: Overseeing our community projects, 'Done-in-a Day' projects and focusing on meeting the needs of children in alternate care. Collaborating with the Foster Family Association, Department of Human Services, and other agencies to identify the needs of these children and their families. Explore other opportunities for JLE to increase community awareness and advocate strengthening the system. Overseeing *A Caring Place*. Collaborating with the Foster Family Association, Department of Human Services, and other agencies to identify the needs of these children and their families. Explore other opportunities for JLE to increase community awareness.

COMMUNITY ENRICHMENT ANCHOR PROJECT(S) ASSISTANT CHAIR – 1 placement

May serve as Community Enrichment Projects Chair the following year.

Placement time commitment: Approximately 5-10 hours/month.

Reporting & Responsibilities:

- Reports directly to the Committee Chair.
- Oversees operating and administrative responsibilities of the long term 'anchor project' (ACP).
- The Co-Chair must be highly organized and have the ability to manage records carefully, specifically financial records, attendance, and JLE volunteer participation. This requires frequent/regular communication with the Community VP, ACP Director, and Collaboration Committee members to obtain necessary records.
- Assists the Community VP in planning and/or leading monthly Collaboration Committee meetings.
- Submits all updates and reports on ACP to the Committee Chair and the Community VP (concurrently).
- Assists the Volunteer Coordinator by sharing information on ACP volunteer needs and volunteer instructions (as she is made aware by the ACP Director or other members of the Collaboration Committee) to the Volunteer Coordinator in a timely manner.

COMMUNITY ENRICHMENT ADMINISTRATIVE ASSISTANT CHAIR– 1 placement

Placement time commitment: Approximately 5-10 hours/month.

Reporting & Responsibilities:

- Reports directly to the Committee Chair.
- Assists the Community Enrichment Committee Chair by preparing agendas, final drafts of meeting minutes and monthly Council Reports.
- Receives mail for the committee at the JLE office. Occasionally fills in for Chair at meetings.
- Assists with communication between other committee members and the Chair.
- Oversees "Done in a Day" projects and assists with Community Advisory Meetings as set up by the Community Needs Coordinator.
- Communicates with Sustainer Reps to facilitate better communication around projects/drives with sustainers.

COMMUNITY NEEDS COORDINATOR – 1 placement

Placement time commitment: Approximately 5 hours/month.

Reporting & Responsibilities:

Reports directly to the Committee Chair & Co-Chairs.

Placement Description:

- Develops and cultivates relationships within JLE and outside of JLE (e.g. a "decision maker" at DHS, Foster & Adoptive Parent Association, Active 20/30 Club, and A Family for Every Child, etc.) on an ongoing basis for the purpose of keeping JLE well-positioned to identify and meet serious needs in our community.
- Works collaboratively with community partners to assess the need, resources required to meet the need, and determines if/how JLE can assist based on her knowledge of JLE's resource and strengths
- Facilitate brainstorming sessions at committee meetings around possible projects and identify those interest areas to develop.

- Research proposed projects and create & develop contacts for those proposed projects.
- Hand project proposal over to project coordinators for development & planning.
- This member should be adept at creating community contacts, be organized and efficient and able to accept that not all projects will be developed. Must be able to communicate effectively with the committee and with general membership including sustainers.
- Will be responsible for communicating with Sustainer Rep. in regards to sustainer driven project/drive.

VOLUNTEER COORDINATOR – 1 placement

Placement time commitment: Approximately 3 hours/month.

Reporting & Responsibilities:

- Reports directly to the Committee Chair & Co-Chairs.
- Works collaboratively with co-chair and Project Coordinators to assess volunteer needs, recruit volunteers and instruct volunteers on when/where they should be.
- Is responsible for recognizing membership for their volunteerism through the membership committee.
- This position is in charge of coordinating volunteers for all projects including A Caring Place.
- Organizes and directs membership on snack drives for ACP.

PROJECTS TEAM- 4 placements

Placement time commitment: Approximately 4-6 hours/month.

Reporting & Responsibilities for the Projects TEAM OF 4 women:

- Reports directly to the Committee Chair & Co-Chairs.
- Identifies, develops and manages projects/drives/events in coordination with the Community Needs Coordinator.
- Projects/Drives/Events should follow the classic done-in-a-day project plan.
- These women will be responsible to work together to plans, organizes, lead, evaluate, and report back to membership on done-in-a-day projects.
- This team is given the flexibility to identify the needs, create a solution and propose to the committee for feedback, and then implement their projects within the set budget for the projects that Junior League will be doing for the 2010-2011 year.
- Attend monthly committee meetings
- Must be able to communicate clearly and enjoy working in groups to create solutions.
- Must communicate with membership, speak to membership at general meetings and communicate regularly with other committees.
- Responsible to sending out requests for press releases to the Communications Committee, writing vignette articles for each event/drive/project and motivating membership.

SUSTAINER ADVISOR/COORDINATOR – 1 placement

Placement time commitment: Approximately 2 hours/month.

MEMBERSHIP COMMITTEE

Committee Time Commitment: June-to-June. Attend Joint (incoming-outgoing) Committee Meeting in June; all Membership Committee meetings, New Member trainings/meetings, other meetings as needed.

Committee Function: Train and inform New Members and conduct ongoing membership recruitment.

ASSISTANT CHAIR/RECRUITER – 1 placement

Placement Time Commitment: Approximately 3-4 hours/week must have summer and daytime availability.

- Attend all monthly membership committee meetings and new member trainings.
- Write monthly *Vignette* articles, supplying pictures of activities if possible.
- Explore options for diversifying and expanding membership recruitment.
- Encourage women to attend receptions for prospective members in August and January.
- Maintain the prospective members spreadsheet.
- Follow up with prospective members currently in League.
- Take minutes for all membership and new member training meetings.
- Send meeting reminders via email and/or phone to new members.
- Prepare new member notebooks and yearbooks.
- Succession to chair the following year strongly encouraged.

Recommended skills: Ability to communicate and organize; knowledge of JLE structure, philosophy and procedures; a sense of humor.

TRAINING COORDINATOR - 1 placement

Placement Time Commitment: Approximately 3-4 hours/week must have summer and daytime availability.

- Attend all monthly membership committee meetings and new member trainings.

- Plan and oversee new member trainings, including preparing agendas, icebreakers, securing location and speakers.
- Track new member attendance and completion of new member training.

SOCIAL COORDINATOR - 1 placement

Placement Time Commitment:

- Approximately 2-4 hours/week must have summer and daytime availability.
- Attend all monthly membership committee meetings and new member trainings.
- Plan a reception for prospective members in August and January including invitations, RSVP's, informational folders with application, nametags, food and speakers.

COMMUNICATIONS COMMITTEE

Committee Time Commitment: June-to-June. Attend Joint (Incoming-Outgoing) Committee Meeting in June; monthly Committee meetings; other meetings as needed.

Committee Function:

- Develop and maintain effective communications both internally and externally.
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers
- Develop effective and efficient ways to communicate information to members as well as obtain member input and feedback.

ASSISTANT EDITOR/AD MANAGER – 1 placement

Time Commitment: Approximately 2-3 hours/week

Reporting and Responsibilities:

- Sell advertising to new, current and past advertisers for the *Vignette*, obtain advertising contracts during the summer months and continue throughout the year.
- Conduct administrative duties such as: contract administration, ensure that ads are available electronically, receiving ad materials, coordinate billing and payment information with Treasurer, maintain notebook/file of advertising records.
- Obtain and maintain written contracts.
- Assist *Vignette* Editor in producing the *Vignette* (i.e. Help obtain articles, help organize layout, help edit articles, etc.)
- Coordinate and assist with photo taking of JLE events and members for use in website publication and *Vignette*
- Assist Communications Secretary in proofing the yearbook. Attend all committee meetings.

Recommended skills: Strong customer service and communication skills. Strong organizational skills and attention to detail. Sales/advertising experience helpful. Should be self-motivated and comfortable with pressure of meeting tight deadlines. Ability to conduct JLE business during standard business hours strongly recommended.

MARKETING COORDINATOR – 1 placement

Time Commitment: Approximately 3-4 hours/week

Reporting and Responsibilities:

- The Marketing Coordinator reports to the Communications Committee Chair and is a member of the Communications Committee
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers.
- Assist committees when they are designing and producing printed materials for promotions to obtain the most cost efficient solution and ensure a consistent message to our public regarding the project.
- Assist committees in setting up TV, radio, newspaper or other press coverage to obtain the most cost effective solution and ensure a consistent message to our public regarding league events and projects.
- Write and distribute press releases to media outlets for each JLE event/drive/project
- Coordinate submitting articles into various community newsletters to promote our organization, fundraising events, and projects, including submitting new board placements to *Register-Guard*
- Coordinate a Media Day, create and distribute press kits throughout the Eugene/Springfield area
- Coordinate and attend community events to promote JLE.
- Attend all committee meetings.

Recommended skills: Strong customer service and communication skills. Strong organizational skills and attention to detail.

WEBSITE COORDINATOR – 1 placement

Placement Time Commitment: Approximately 4-6 hours/week

Reporting and Responsibilities:

- The Website Coordinator reports to the Communications Committee Chair and is a member of the Communications Committee
- Continually review and improve ways in which the Website can be used to inform both the Membership and the Community of JLE activities.
- Update Web pages monthly (at a minimum) or as needed with various League events.
- Develop website links with other community organizations and promote use of AJLI
- Assist committees by publishing their calendar events, articles, pictures, etc. on JLE Website or by including on Facebook/Twitter posts website/resources
- Distribute and communicate the league's Internal Marketing Plan to members.
- Disperse electronic *Vignette* to selected membership for each issue.
- Send out weekly E-blasts to general membership
- Attend all committee meetings.
- Work in close collaboration with the Communications Vice President to organize a PR/Marketing plan for promoting all projects and fundraisers.

Recommended skills: Strong customer service and communication skills. Strong organizational skills and attention to detail. Must have regular access to internet and knowledge of internet/email system. Familiarity with WordPress or similar blogging application and familiarity with social media recommended.

COMMUNICATIONS SECRETARY – 1 placement

Placement Time Commitment: Approximately 2-3 hours/week

Reporting and Responsibilities:

- Ensure that the Yearbook is utilized to it fullest potential by evaluating the resources/contents and making necessary changes.
- Prepare, edit, proofread and coordinate publishing of the JLE Yearbook, both online and in paper format. Editing and Production occur during the summer months and production is completed and ready for distribution by September
- Coordinate distribution of the Yearbooks, including bulk mailing, to Sustainers.
- Update database with Fall and Spring New Member information.
- Manage master list of League active members and sustainers' information including mailing address and e-mail address.
- Manage mailing list for *Vignette*
- Print labels for all League mailings and/or assist other committees with bulk mailing process
- Keep notebook/file of all pertinent information and train successor.

Recommended skills: Familiarity or working knowledge of the Internet and spreadsheet programs, such as Excel. Should have strong organizational skills with an attention to detail. Writing/proofreading skills are helpful. Should be self-motivated and comfortable with pressure of meeting tight deadlines. Position starts during the summer with training on database system and preparation of the yearbook for September

GRANT WRITER - 2 Placements

Placement Time Commitment: Approximately 3-5 hours a week

Reporting and Responsibilities

- The Grant Writers are members of the Communications Committee and report to the Communications Chair. The Grant Writers also work with the Finance VP and Treasurer to gather financial information for grants.
- Research funds available through grants and foundations.
- Determine timelines and complete and submit the application for funds.

TRAINING AND EVENTS COMMITTEE

Committee Time Commitment: June-to-June. Attend leadership orientation; Joint (incoming-outgoing) committee meeting in June; monthly committee meetings; administrative council meetings; other meetings as needed. Facilitate June dinner.

Committee Function: Meet training needs of League and our community. Make arrangements for all General Meetings. Plan All-League social events including June dinner.

ASSISTANT CHAIR/RECORDER – 1 placement

Placement Time Commitment: Approximately 1-3 hours/week.

- Attend all Training and Events meetings
- Inform committee members of upcoming meetings.
- Record and distribute minutes to Chair, President, membership Vice President, Secretary and Committee Members.
- Write or delegate monthly *Vignette* articles, supplying pictures of activities if possible.
- Succession to Chair the following year encouraged.

Recommended Skills: Ability to work with people, organized, with attention to detail.

PLANNER (2 Placements)

Placement Time Commitment: Approximately 1-3 hours/week

- Make arrangements for all General Meetings, coordinate with other Committees for themes, decorations or donations.
- Plan all League social events including June dinner.
- Assist with In-League trainings as needed.
- Arrive early to setup for General Meetings and stay after to clean up.
- Attend all committee meetings.

Recommended Skills: Ability to work with people, organized, with attention to detail.