



Brockville Women's Network  
"Women Supporting Women"  
P.O. Box 294, Brockville, ON K6V 5V5

## **The Role of Telephone Chair**

*Term: Minimum of 1 Year*

The Telephone Committee Chair will be responsible for the direction-setting and coaching provided to the Telephone Committee members who are our first and consistent link to our General Membership population each month. Committee members will contact each current member monthly to inquire as to their attendance at the upcoming General Meeting. Acceptance of the invitation will be reported to the Telephone Chair, who then informs the Membership Chair of the current headcount.

### *Specific Duties*

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- The Telephone Chair oversees a Committee which should have a minimum of 5 members on the Committee including the Chair.
- Committee members directly call each member monthly a minimum of a week in advance of the next General Meeting to inquire about the member's attendance. It may be required to ask the member which main entrée they would prefer if there is a choice being offered.
- Committee members report to the Chair on the expected number of dinner guests. The Chair then informs the Membership Chair of the headcount. The Telephone Chair calls the Brockville Country Club the day before the monthly meeting to provide an estimate of the expected number of dinner guests. By noon the day of the General Membership Meeting, the Telephone Chair calls the Brockville Country Club with the confirmed number of dinner guests.