



**JUNIOR LEAGUE OF
KINGSPORT**

Women building better communities®

CELEBRATING **50** YEARS OF SERVICE

Placement Brochure 2008

The Placement Process

The Junior League uses the Placement process to create a strong committee structure for each League year. A strong framework enables the committees to move the goals and objectives of the League forward and provides League members with placements that fit their needs and provide personal growth. You should feel comfortable in asking your advisor and fellow League members who have had positions that you may be interested in pursuing to help assess the best placement for you in 2008 – 2009.

How can I prepare?

Follow the four simple steps below while considering your 2008-2009 Placement:

Conduct a personal assessment.

- How much time do you have to give to the League?
- Do you have day or evening availability, or both?
- Do you want a leadership role in the future?
- Is there a committee that could benefit from your personal and professional skills?
- Is there a committee that could add to your personal growth?

Do your research.

- Read the *Placement Brochure* in full
- Talk with your Placement Advisor
- Talk to League members who have been on the committee(s) that interest you
- Talk to next year's committee chair(s)

Turn in completed paperwork to Holly Wallen, Personnel VP/Placement Chair **by April 18, 2008 for consideration in committee positions.**

Meet your financial obligations. Membership dues are payable on **March 1, 2008**. Dues are considered late after **March 15, 2008**. Placement on a committee will be withheld until dues have been paid. See definition of “placement preferences” on the next page for further clarification.

Instructions for Completing the *Placement Brochure*

The Placement Brochure is your tool for a leadership position within the JLK. It is also a means for you to indicate a potential “career path” that you may wish to pursue.

All members are highly encouraged to complete and submit the Placement Brochure in order to facilitate their satisfaction in placement. Should a member not submit a form, her placement will be the decision of the Placement Committee based on the needs of JLK.

** Please note that projects may not have a Chair/Asst. Chair until membership has voted them into our curriculum for 2008 – 2009. Any Asst. Chair moving up to a Chair position will have her name listed. A slot is provided for Asst. Chairs but these positions may not become available if the project is not voted into the League, meaning that an insufficient number of members signed-up for placement on the project committee.

Placement

The Placement of members on committees will be taking place on **Thursday, April 24, 2008**.

Please note that the Placement Committee must balance the desires of members with the needs of the League for the upcoming year. Member satisfaction is highest and the League runs most smoothly when committees are neither under-staffed nor over-staffed.

What determines whether a member receives her “placement preference”?

1. Fulfillment of membership obligations for the 2007-2008 League year (i.e., financial obligations, committee placement, and attendance at General Meetings).
2. Turning in your Placement form on time. **Due Date is Friday, April 18, 2008.**
3. Finally, within two weeks of placement, all Active members will be notified by mail and/or by phone or e-mail of their placement.

Placement Policies

- Each member must remain current in her placement at all times to be considered “in good standing.” Remaining current means:

Attending all committee meetings

Give prior notification to the Chair, if unforeseen circumstances prevent her from attending a committee meeting.

Report to her Committee Chair on a regular basis.

Make every effort to ensure that her job is covered in the event of an unavoidable absence, in a manner designate by her Committee Chair.

- Actives should be flexible and consider many positions/options, as they will learn something no matter what placement they receive.
- Members who do not turn in their placement requests by April 18th will be placed on committees with the greatest staffing needs.
- Actives are required to notify the Membership Secretary prior to March 1st, if they intend to go Sustaining, Senior Active Gold or Silver Placement, Senior Active Gold or Silver Fundraising, or Resigning.

THE JUNIOR LEAGUE OF KINGSPORT LEADERSHIP POSITIONS FOR 2008-2009

PRESIDENT

<i>Term:</i>	One year, 2008-2009, filled by the previous year's President-Elect. Position to be filled by Tammy Street.
<i>Purpose:</i>	The President is the Chief Executive Officer of the League and is ultimately responsible for the operation, achievements, and morale of the League. She serves as a liaison between the League and community, the League and the Association, and with the Executive Committee, the Board of Directors and League membership.
<i>Job Description:</i>	Serves as the Chairman of the Executive Committee and the Board of Directors. Responsible for having an overview of League operations and projects. Conduct One-on-One meetings with outgoing and incoming Board or Directors, invites incoming President-Elect. Reviews Executive Committee liaison assignments. Represents Junior League at public functions. Presides at meetings of the League, the Board of Directors and the Executive Committee. Sees that the League's legal counsel reviews all contracts and legal commitments. Assures that each Board Member is oriented and has all material pertinent to her office (Board Manual, notebook etc.). Works closely with the President-Elect to insure continuity of League activities. Participates in orienting prospective members to the privileges, responsibilities and obligations of membership. Prepares an Annual Report for the Yearbook and brings Junior League history up-to-date. Uses parliamentary procedure in conducting business at Membership Meetings. Attends Community Advisory Board meetings and facilitates discussions. Works with Communications Committee in furnishing information for Yearbook (General Calendar for upcoming year Area and AJLI information etc.). Works closely with the Financial Vice-President and Finance Committee to ensure that the League operates on a sound fiscal basis. Encourages appropriate use of AJLI services. As immediate Past-President, serves as non-voting advisor to Nominating Committee. Responsible for orientation and debriefing of Conference delegates.
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	10-12 hours / month
<i>Skills Preferred:</i>	Organizational, Management, Communications Skills all needed as well as Enthusiasm, Flexibility and ability to think globally
<i>Suggested Placement Preparations:</i>	Serve as President-Elect and President-Elect-Elect Chair a League community project Chair a League committee Chair or sub-chair of a major league fundraiser Seat on the following committees: Finance, Membership, Nominating or Placement Committee, Future Planning, Communications/PR Attend an AJLI conference or seminar Attend a variety of in-League training seminars

PRESIDENT-ELECT

<i>Term:</i>	One year, 2008-2009 as President-Elect, filled by the previous year's President-Elect-Elect. <i>Succeeds to President for 2009-2010. Position to be filled by Leslie Gilliam.</i>
<i>Purpose:</i>	The President-Elect is the Chief Operating Officer of the League and is responsible for the internal operations of the League. She shall assume the duties and exercise the powers of the President in her absence and shall serve as assistant to the President in the general supervision of the League. She serves for a one-year term and succeeds the President. Acts as Parliamentarian. Chairs the Future Planning committee.
<i>Job Description:</i>	Is a member of the Board of Directors and Executive Committee Presents information and summarizes AJLI material to the Board of Directors and General Membership. Handles registration for all delegates and attends Annual Conference as the voting delegate. Serves as Area III Liaison. Presides over at least one Board of Directors meeting and one General Membership Meeting. Assists the President in any capacity as assigned. Serves as Chairman of the Future Planning Committee. Serves as a member of the Finance Committee. Plans any AJLI Staff Consultant's visit. Assists the President when requested in planning Board of Directors Orientation, and any plans for the coming year. Attend Board of Directors Orientation and assist the President as needed. Attend One on One interviews that the President sets up with the incoming committee chairmen as possible Be familiar with each committee's goals and objectives. Works with Placement Chairman and Assistant Placement Chairman in updating the Placement Brochure. Serves as Executive Committee Liaison to assigned committees attending meetings on occasion. Additional meetings include Community Advisory Board meetings, Sustainer Dinner, Past Presidents Luncheon, Provisional Fact meeting (spring), and Provisional Brunch. Following the February election, meets with incoming Executive Committee to select the committee chairs/assistant chairs for the coming year prior to printing of the Placement Brochure. Issues invitations to those invited to serve on Community Advisory Board after Board of Directors approval. Coordinates Board of Directors Orientation to take place at beginning of next League year. Develops long-range goals in order to fulfill the goals in the League's Strategic Plan. Responsible for improving present JLK administration. Serves on the Board and organizes Board training and orientation, along with the Training Committee. Assists in updating the Bylaws. Delegate to the AJLI annual Conference. Acts as Parliamentarian. Serves on Finance Committee.
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	Travel: President-Elect /Networking Conference (Winter), State TAPA events (Fall & March), Area III Conference (as necessary), Spring Annual conference Additional meetings: Community Advisory Board meetings, Sustainer Dinner, Past Presidents' Luncheon, Provisional Fact meeting (spring) and Provisional Brunch (August) 8-10 hours/month
<i>Skills Preferred:</i>	Organizational, Management, Communications Skills all needed as well as Enthusiasm, Flexibility and ability to think globally
<i>Suggested Placement Preparations:</i>	Chair a League community project Chair a League committee Chair or sub-chair of a major league fundraiser Seat on the following committees: Finance, Membership, Nominating or Placement Committees, Future Planning, PR Attend an AJLI conference or seminar

PRESIDENT-ELECT-ELECT

<i>Term:</i>	One year, 2008-2009, as President-Elect-Elect; <i>succeeds to President-Elect for 2009-2010; succeeds to President for 2010-2011. Position is to be filled by Holly Wallen.</i>
<i>Purpose:</i>	Shall assist the President and President-Elect.
<i>Job Description:</i>	Responsible for improving present JLK administration. Assists in updating the Bylaws. Assist President-Elect. Serve as Assistant Chair to the Future Planning committee Leadership Kingsport candidate Attend AJLI Fall Leadership Conference Attend AJLI Annual Conference (as incoming PE) Assist PE
<i>Requirement:</i>	Three (3) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	3-4 hours/month; August to May, one (1) Thursday/month attending Leadership Kingsport class.
<i>Skills Preferred:</i>	Organizational, management, communications skills all needed as well as enthusiasm, flexibility and ability to think globally.
<i>Suggested Placement Preparations:</i>	Chair a League community project Chair a League committee Chair or Assistant Chair of a major league fundraiser Seat on the following committees: Finance, Membership, Nominating or Placement Committees, Future Planning, PR Attend an AJLI conference or seminar Attend a variety of available in-League training seminars

COMMUNITY VICE-PRESIDENT

<i>Term:</i>	One year, 2008-2009, filled by the previous year's Assistant Community Vice-President. Position is to be filled by Natalie Whitlock.
<i>Purpose:</i>	Responsible for the coordination and effective operation of the League committees related to this League's community programs.
<i>Job Description:</i>	Serves as a voting member of the Executive Board and the Board of Directors. Coordinates the placement of League members serving on community boards. Assists the President in representing the League in the community. Serves as a liaison between the Community Advisory Board and the Executive Committee. Chairman of the Community Advisory Committee. Serves as a member of the Community Research Committee
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	4 hours / month
<i>Skills Preferred:</i>	Competency in program planning and assessing community needs. Competency in group leadership and presentation skills.
<i>Suggested Placement Preparations:</i>	Community Project Chair Community Connections Committee Communications/Public Relations Committee Community involvement outside the League
<i>Bonus:</i>	Excellent opportunity to network within communities served by JLK.

ASSISTANT COMMUNITY VICE-PRESIDENT

<i>Term:</i>	One year, 2008-2009, <i>succeeds to Community Vice-President for 2009-2010. Position is to be filled by Cathy Tucker.</i>
<i>Purpose:</i>	Assists the Community Vice-President and assumes her duties in her absence. She is elected for a one-year term and succeeds the Community Vice-President.
<i>Job Description:</i>	Serves on the Board of Directors as a non-voting member. Assists Community Vice-President, as needed. Serves as a member of the Community Research Committee. Serves as a member of the Scholarships/Mini-Grants Committee. Serve as a member of the Future Planning Committee. League representative for the Community Advisory Committee. Develops long-range training goals in order to anticipate and to be prepared to provide needed skills for League members. Sets committee objectives for the following year.
<i>Requirement:</i>	Three (3) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	6-10 hours per week; 3-4 meetings/events per month; primarily evening meetings; some daytime availability (for community events) preferred.
<i>Suggested Placement Preparations:</i>	Community Project Chair Community Connections Committee Communications/Public Relations Committee Community involvement outside the League
<i>Bonus:</i>	Excellent opportunity to network within communities served by JLK.

MEMBERSHIP SECRETARY

<i>Term:</i>	One year, 2008-2009, Position is to be filled by Whitney van der Biest.
<i>Purpose:</i>	The Membership Secretary will be responsible for maintaining JLK membership records, JLK dues records and AJLI records. She will be responsible for reconciling records kept by the Placement and Membership Development Committees. She will present status changes to the Executive Committee for approval. She will also be responsible for membership dues collection.
<i>Job Description:</i>	Serves on the Executive Committee and Board of Directors. Serves as key contact officer for AJLI and JLK in regard to personnel status changes. Maintains official records of Actives, Sustainers and Provisionals using the AJLI Membership List. Prepares appropriate forms to update list throughout year for resignations reinstatements, transfers, new members, deaths, and name and address changes. Prepares written Monthly Membership Secretary's Report (status changes and dues collection) for approval by Executive Committee and Board of Directors. Sends letter to member upon resignation approval by the Board of Directors. The monthly reports should be summarized for the Annual Report (due May 1.) Follows AJLI procedures regarding outgoing and incoming transfers. Coordinate with Treasurer for dues collection. Maintain throughout the year a ledger of status changes along with supporting files and documentation. Periodically checks with Personnel Vice-President and Membership Development Chairman for personnel changes that should be documented and acted upon. Mail dues notices to all Sustainers and nonresident Actives. Keeps ongoing list of dues collected and dues outstanding. Along with Office Manager, sends delinquent dues notices by one month after date of delinquency (certified mail, return receipt requested). Updates information to the AJLI database online. Serves as Executive Committee liaison to committees as appointed by President. Help maintain an inactive member file in JLK computer to keep track of members removed from AJLI printout.
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	Mostly evening meetings; other work flexible.
<i>Skills Preferred:</i>	Organizational and communication skills
<i>Suggested Placement Preparations:</i>	Membership Development committee member Chair a League committee Placement Advisor

RECORDING SECRETARY

<i>Term:</i>	One year 2008-2009. Position is to be filled by Christy Gott.
<i>Purpose:</i>	The Recording Secretary shall be the communications officer and shall keep the minutes of General Membership Meetings, the Board of Directors, and the Executive Committee. Conducts the general correspondence of this League. Maintains a file of essential records, which shall be transferred to her successor at the close of her term of office.
<i>Job Description:</i>	Serves on the Executive Committee and the Board of Directors Keeps records and minutes of Membership, Board of Directors and Executive Committee Meetings and distributes them. Reviews and prepares general correspondence of the League as directed by the Executive Committee. Communicates Board of Directors action to the membership, either orally or written report, most often through FOCUS. Serves as Executive Committee liaison to committees as directed by the President and attends meetings as needed. Trains Board of Directors members as to proper committee record keeping (minutes, files, retention) and board interaction (motions, roll call, agenda). Submits Annual Report for Yearbook.
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	4-6 hours per month; 1-2 meetings per month; evening meetings
<i>Skills Preferred:</i>	Computer training Requires ability to maintain confidentiality
<i>Suggested Placement Preparations:</i>	Chair a League committee
<i>Bonus:</i>	Hone correspondence skills, data base skills. Learn a tremendous amount on the inner workings of the League

PERSONNEL VICE-PRESIDENT

<i>Term:</i>	One year, 2008-2009, filled by the previous year's Assistant Personnel Vice-President. Position is to be filled by Cynthia Hayworth.
<i>Function:</i>	Serve as an assistant to the President in the supervision of personnel.
<i>Job Description:</i>	Serves on the Executive Committee and Board of Directors Serves as the Chairman of the Placement Committee. Calls and presides at the meetings of the Placement Committee. Oversees all duties of Placement Committee. Keeps placement records of all members. Recognizes members going Sustaining, Years of Service and Perfect Attendance at the Annual May Dinner Meeting. With the committee, sets objectives for the upcoming year. Assign members to Placement Advisors by second week of June (or before Board Retreat). Makes presentations regarding placement to Provisional members. Serves as a non-voting advisory member of the Nominating Committee. Serves as Executive Committee liaison to committees as directed by the President, attending meetings as needed Keeps current on standing of all members and is prepared to recommend Poor Standing status if necessary. Compiles information for Placement brochure. Records all changes in status, leaves and resignations on in each member's permanent file. Sends letter to member upon approval of Leave of Absence by the Board of Directors. Sends Exit Interview to resigned members. Make updates to Exit Interview and New Sustainer questionnaire and other forms. Prepares monthly Board of Directors report forms and submits as requested. Submits information for Yearbook and Annual Report
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	2-3 hours/month (fall); 3-4 hours/month (spring); Evening meetings; other work flexible.

<i>Skills Preferred:</i>	Organization, public speaking, good listening skills, flexible time, ability to work well under deadlines, ability to adapt to change. Requires the ability to maintain confidentiality, demonstrated maturity, and knowledge of JLK. Effective management of interpersonal relationships.
<i>Suggested Placement Preparations:</i>	Placement Committee Nominating Committee Chair League Committee
<i>Bonus:</i>	Excellent opportunity to get to know the women of the JLK on a more intimate basis. Ability to help “shape” the League in the future.

ASSISTANT PERSONNEL VICE-PRESIDENT

<i>Term:</i>	One year 2008-2009, <i>succeeds to Personnel Vice-President for 2009-2010. Position is to be filled by Nancy McConnell.</i>
<i>Function:</i>	The Assistant Personnel Vice-President assists the Personnel Vice-President and assumes her duties in her absence. Assistant Chair of the Placement Committee.
<i>Job Description:</i>	Serves as a non-voting member of the Board of Directors, on the Future Planning Committee, and as a Placement Advisor (if necessary). Responsible for keeping attendance records for League membership, sign-in sheets for GMM, and nametags. Submits monthly attendance reports to the Executive Committee. Requests approval from Board of Directors for missed General Membership Meeting make-ups, one in fall and one in spring. Assists the Chairman and chairs the committee in her absence. Reports changes in Good Standing status of members, sending copies to President, President-Elect, Personnel VP, Placement Advisors, and Membership Development Chair. Prepares monthly GMM Attendance Report, sending copies to President, President-Elect, Personnel VP, Placement Advisors, and Membership Development Chair. Monitors Leave-of-Absences and the fulfillment of the attendance requirement by membership. Notifies Personnel VP and Placement Advisor if advisees is not fulfilling requirement. Advisor to send Oops! Letter, if necessary. Send “Oops Letter” to Actives and Provisionals that have missed two (2) General Membership Meetings and to Senior Actives that have missed three (3) General Membership Meetings. Submits information for Annual Report.
<i>Requirement:</i>	Three (3) years of service in this League and shall have served on this League’s Board of Directors.
<i>Time:</i>	2-3 hours/month; Evening meetings; other work flexible.
<i>Skills Preferred:</i>	Organization, public speaking, good listening skills, flexible time, ability to work well under deadlines, ability to adapt to change. Requires ability to maintain confidentiality, demonstrated maturity, knowledge of JLK. Effective management of interpersonal relationships.
<i>Suggested Placement Preparations:</i>	Placement Committee Chair a League Committee Fundraising Committee
<i>Bonus:</i>	Excellent opportunity to get to know the women of the JLK on a more intimate basis. Ability to help “shape” the League in the future. Opportunity to develop interpersonal relationships.

FINANCIAL VICE-PRESIDENT

<i>Term:</i>	One year 2008-2009, filled by the previous year's Treasurer. Position is to be filled by Cecile Wimberley.
<i>Purpose:</i>	Shall be the Chief Financial Officer of this League and shall manage all aspects of the League's finances, including overseeing the Treasurer.
<i>Job Description:</i>	Serves on the Executive Board and the Board of Directors. Chairs Finance Committee, which is the financial fact-finding committee to advise the Board of Directors on all matters relating to the financing of the League's programs. The Finance Committee also prepares the Annual Budget for presentation to the Board of Directors and membership for approval. Oversees the operations and maintenance of Junior League Headquarters. Coordinates and oversees all activities pertaining to the League's Finance Policies, short-term and long-range financial planning. Presides at all meetings of the Finance Committee, directs, monitors, and trains members of the Finance Committee, and functions as a liaison between the Finance Committee and the Executive Committee. Prepares the budget and financial forecasts. Signs all contracts and obligations with the President. Serves on the Scholarship/Grants Committee.
<i>Requirement:</i>	Four (4) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	2-3 hours per week; heavier during budgeting; 1-2 meetings per month; mostly evening meetings; other work flexible. Attends Fundraising meetings.
<i>Suggested Placement Preparations:</i>	Familiarity with QuickBooks. Chair a Committee Finance Committee Fundraising Committee
<i>Bonus:</i>	Flexible hours. Excellent overview of the JLK.

TREASURER

<i>Term:</i>	One year 2008-2009, <i>succeeds to Financial Vice-President in 2009-2010.</i> Position is to be filled by Katie Blalock.
<i>Purpose:</i>	Serves as the custodian of this League's funds.
<i>Job Description:</i>	Assistant Chair of Finance Committee. Serves as voting member of the Board of Directors. Serves on the Future Planning Committee. Processes all expense payments and revenue deposits, maintain accurate and current financial records, prepare and present monthly cash balances, submit books and records for audit, coordinate tax filings, and supervise this League's funds and insurance.
<i>Requirement:</i>	Three (3) years of service in this League and shall have served on this League's Board of Directors.
<i>Time:</i>	4-6 hours per week; heavier during budgeting and collection of dues; 1-2 meetings per month; mostly evening meetings; other work flexible. Attends Fundraising meetings.
<i>Suggested Placement Preparations:</i>	Familiarity with QuickBooks. Chair a Committee Fundraising Committee Scholarship/Mini-Grants Committee Community Research
<i>Bonus:</i>	Sharpen your bookkeeping skills and systems knowledge. A great way to see how the JLK money is spent. Flexible hours. Excellent overview of the JLK.

**The following two (2) positions are slated at the same time as Leadership positions
by the Nominating Committee.**

MEMBERSHIP DEVELOPMENT COMMITTEE (Minimum of 4 Placements)

<i>Term and Personnel:</i>	One year, 2008-2009. Chairs: Tracy Dishner and Woody Troutman Assistant Chairs: Melanie Harris and Carol Payne (2 years; succeeds to chair position)
<i>Purpose:</i>	Coordinates the education, training, counseling, and social offerings of the Provisional Class. Responsible for all functions of the Membership Development Committee.
<i>Job Description:</i>	Chair serves on the Board of Directors. Responsible for the printing and distribution of applications. Responsible for the recruitment of members. Arranges for the orientation and training of new Provisionals. With committee members, develops the Provisional Course and implements it upon approval by the Board of Directors. Prepares Prospective member Packet, Intent to Sponsor forms, Membership Proposal Blanks and Provisional Contract for distribution. Acts as Placement Advisors to the Provisional members. Responsible for all functions of the Membership Development Committee. Arranges for the orientation and training of the new Provisionals. Consider the qualifications of all candidates proposed for membership in League. Plan and direct the education and training of all Provisional members until such time they are admitted to Active membership. Guides the Provisionals through the Provisional Course planned by the Chair and Committee. Present the final list of prospective members to the Executive Committee and the Board of Directors for approval by the first Board of Directors meeting of the League year. Responsible for announcing names of Provisional members to membership. Provides Membership Secretary, Personnel Vice-President, & Office Manager Provisional member information. Keeps list of candidates invited but unable to accept. Submits plan for Provisional course to Board of Directors. Recommend Provisional members for Active membership at the February Board of Directors meeting and presents as Active members at the February General Membership Meeting. Submits information for Annual Report.
<i>Requirement:</i>	Four (4) years of service in this League and shall be elected to a two-year term.
<i>Time:</i>	Chair - 10 hours/month; Committee – 1 hour/month
<i>Suggested Placement Preparations:</i>	Placement Committee Project Committee Broad range of placements an asset to this committee
<i>Bonus:</i>	Opportunity to “set the tone” for the Provisionals’ future JLK experience. Recruitment of new members is one of the most important, difficult and rewarding of League procedures. Continuing strength and growth depends on inviting to the group young women interested in Junior League ideals and objectives, who see the League as an opportunity for developing their interest in and concern for the community.

NOMINATING COMMITTEE (Minimum 5 Placements)

<i>Term and Personnel:</i>	<p>Two year term 2008-2009, 2009-2010.</p> <p>Chair: Missy Dillon</p> <p>Assistant Chair: <i>To be appointed, by the Executive Committee-Elect, from slated members</i></p> <p>Past-President: Page Mayo</p> <p>Personnel Vice-President: Cynthia Hayworth</p> <p>Members: Trida LaHair (<i>fulfilling 2nd year of placement</i>); Leslie May, Woody Troutman, Natalie Whitlock (<i>to fulfill 1st year of placement</i>).</p> <p>Sustainer Advisor: OPEN</p>
<i>Purpose:</i>	Coordinates the annual slating process and conducts all League elections.
<i>Job Description:</i>	<p>Chair serves as a voting member of the Board of Directors. Responsible for the annual publication of the Straw Ballot and Willingness to Serve forms. Identifies and develops future leadership of JLK. Administers the slating process for all elected positions and AJLI conferences. Members of this committee cannot be slated. Develop the membership's knowledge, interest, and participation in the leadership of this League and of AJLI. Prepares candidate slates for elective offices, Membership Development and Nominating Committees, Member-at Large on Finance Committee, delegates to conferences, technical meetings and institutes. Prepares a slate of leadership candidates for election. Presents slate to Board of Directors by January Board of Directors meeting, and with approval presents slate to membership. Presents delegates for conferences to Board of Directors for approval. Cooperates with AJLI Nominating Committee whenever possible to suggest candidates for AJLI slates.</p>
<i>Requirement:</i>	Four (4) years of service in this League and shall be elected to a two-year term.
<i>Time:</i>	2-3 hours/month (fall); 1 hour/month (spring); mostly evening meetings, but committee work is flexible
<i>Suggested Placement Preparations:</i>	<p>Committee Chair</p> <p>Membership Development Committee</p> <p>Broad range of placements to develop systems knowledge of JLK</p>
<i>Bonus:</i>	<p>Excellent opportunity to get to know the women of the JLK on a more intimate basis.</p> <p>Ability to help "shape" the League in the future.</p>

PLACEMENT COMMITTEE (Placed by the Personnel Vice-President and
the Assistant Personnel Vice-President)

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Cynthia Hayworth, Personnel Vice-President Assistant Chair: Nancy McConnell, Assistant Personnel Vice-President Placement Advisors: Three (3) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	Supervise and guide each member through her growth and development as a League volunteer. Assist members in their League career path.
<i>Job Description:</i>	Members of this committee act as advisors to active members. Each advisor is responsible for approximately 14 members (Placement Group). Coordinates H.U.G.S. Program within Placement Groups. Advisors responsible for monitoring the meeting of membership requirements within her Placement Group. Conducts placement interviews in the spring with her placement group members. Update placement records. Assist assistant chairman regarding placement opportunities. Oversee the annual Placement Process, which includes Placement Fair, distribution and collection of forms, assigning Placements and notifying membership prior to May GMM. Report Placement assignments for next year in Summer FOCUS. Collect information and submit nominations for the Sustainer Award for Outstanding Active to the Placement Committee's Sustainer Advisor. Sets committee objectives for the following year. Oversees H.U.G.S. (Helping Us Give Support) Program, which includes Birthday drawings, support (meals, cards, phone calls, etc.) for Advisees (births, surgeries, etc.), and Icebreakers at General Membership Meetings. Develop Placement Brochure for following year for Board of Directors approval prior to April GMM. Assign number of placements for each committee per membership numbers. Compile information for Placement brochure.
<i>Time:</i>	2 hours/month; mostly evening requirements. Meet approximately every other month, with phone contact between. Personal interview with each advisee each Spring.
<i>Placements:</i>	3
<i>Skills Preferred:</i>	Requires ability to maintain confidentiality, demonstrated maturity, knowledge of JLK. Effective management of interpersonal relationships.
<i>Suggested Placement Preparations:</i>	Committee Chair Membership Development Committee Nominating Committee Broad range of prior placements in League
<i>Bonus:</i>	Excellent opportunity to get to know the women of the JLK on a more intimate basis. Ability to help "shape" the League in the future.

FUTURE PLANNING COMMITTEE

<i>Term and Personnel:</i>	One year 2008-2009. Chair: Leslie Gilliam, President-Elect Assistant Chair: Holly Wallen, President-Elect-Elect Committee Members: Nancy McConnell, Assistant Personnel Vice-President Cathy Tucker, Assistant Community Vice-President Katie Blalock, Treasurer Sustainer Advisor: OPEN
<i>Purpose:</i>	Study the League's policies and administration to assure effective and efficient League operations.
<i>Job Description:</i>	Prepares revisions, deletions, or additions to the Bylaws, Standing Rules, Committee Procedures, and Committee and Officer Job Descriptions for the Board of Directors and membership. Responsible for developing, updating, and supervising the implementation of the League's Strategic Plan and all other planning for the future of this League.
<i>Time:</i>	Usually one (1) meeting/month; time decided by the committee and the needs of JLK.
<i>Bonus:</i>	Excellent overview of JLK.

FINANCE COMMITTEE

<i>Term and Personnel:</i>	Chair: Cecile Wimberley, Financial Vice-President Assistant Chair: Katie Blalock, Treasurer President-Elect: Leslie Gilliam, President Elect Community Research Chair: Melanie Harris Past Financial Vice-President: Jane Henry Fundraising Treasurer: Treva Tarpley, 2008 Holiday Market Treasurer Member At Large: Pam Davis Sustainer Advisor: OPEN
<i>Purpose:</i>	Serves as a financial fact-finding committee to advise the Board of Directors on all matters relating to the financing of the League's programs. Prepares the annual budget. Oversees the operations and maintenance of Junior League Headquarters.
<i>Job Description:</i>	Recommends to the Board of Directors for approval any change in the investment of League's monies. Approves project proposals with a monetary commitment over \$2,000 for the life of the projects prior to presentation to the Board of Directors and membership for final approval. Reviews the final accounting report for fundraisers within two months of completion date and presents to the Board of Directors. Quarterly finance report review for ongoing fundraisers. Evaluate on a three (3) cycle the following services including but not limited to: Insurance, Banking, and Accounting.
<i>Time:</i>	2 hours / month. More time required after February to prepare budget.

MEMBER-AT-LARGE FINANCE

<i>Term and Personnel:</i>	One year, 2008-2009. Pam Davis
<i>Purpose:</i>	Serves on the Finance Committee and oversees the maintenance and operations of League Headquarters
<i>Job Description:</i>	Take care of all repairs, maintenance, and cleaning of JLK Headquarters. Keep past records and documents in order. Work with Office Manager to keep office, household, and cleaning supplies stocked.
<i>Requirement:</i>	Completed two (2) years of service Will not serve on the Board of Directors during this term

Standing Committees

Placement in APRIL

ARRANGEMENTS COMMITTEE

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Page Mayo Assistant Chair: Kyla McCoy (2 years; succeeds to chair) Committee Members: Two (2) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	Secure meeting places and provide hospitality for all League meetings and social functions as directed by the Board of Directors.
<i>Job Description:</i>	Arrange meeting locations, Summer Social, Cluster Meetings, Christmas Party and May Dinner Meeting. Secure audio/visual equipment, if necessary, for General Membership Meetings. Arrange for refreshments to be provided by Placement groups at General Membership Meetings. Arrange for refreshments to be provided by Board members for the Board of Directors meetings. Obtain quotes from caterers for Summer Social and Christmas Party to determine cost per member. Obtain quotes for location and catering for May Dinner Meeting and determine cost per member. Submit invitations for Summer Social, Christmas Party, and May Dinner Meeting in the FOCUS. Present gifts to the hostesses of the Summer Social and Christmas Party, if held in an Active's or Sustainer's home.
<i>Time:</i>	2-3 hours/month (summer); 2 hours/month (fall); 1-2 hours/month (spring). Flexible day/night hours. Approximately 4 meetings a year with much of the work done independently and via phone. Time commitment will be slightly heavier prior to a major function.
<i>Placements:</i>	4
<i>Skills Preferred:</i>	Excellent meeting/organizational skills Knowledge of community resources (i.e. Speakers, facilities, etc.)

COMMUNICATIONS/ PUBLIC RELATIONS COMMITTEE

<i>Term and Personnel:</i>	Chair Position: Sharon Duncan Assistant Chair: Clarissa Hills (2 years; succeeds to chair) Committee Placements: Two (2) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	Provides all communications of the League to the public and within the League.
<i>Job Description:</i>	Chairman serves on the Board of Directors, serves as the primary media contact for the entire JLK organization, and is the editor of the FOCUS. Update, produce, and distribute yearbook. Publicize, promote, photograph, and document activities and special events of the League. Communicate the League's mission in the community. Responsible for maintaining an annual scrapbook of the League's activities. Schedules Janet Johnson Radio Show appearances and Mini-Grants Press Conference. Works with committee/project chairs to develop all press releases and responsible for getting President's approval of all press releases prior to release to press. Updates JLK background, speaking points and interview guidelines for all media interviews as necessary. Produce the JLK brochure as funds permit (usually every 2-3 years). Update website information. Organize and coordinate annual JLK apparel order in the fall and distributes merchandise to members.
<i>Time:</i>	Summer-complete/update Yearbook; Fall - 2 hours/month; Spring - 3 hours/month; work can be done independently. Attends, as needed, community project meetings.
<i>Placements:</i>	4
<i>Skills Preferred:</i>	Experience and/or interest in public relations and marketing.
<i>Suggested Placement Preparations:</i>	Serve on Community Project Committee Serve on Fundraising Committee Serve on Scholarship/Mini-Grant Committee Work on League Web Site

COMMUNITY CONNECTIONS COMMITTEE

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Wendy Smith. Assistant Chair: Susan Buckley (2 years; succeeds to chair) Committee Members: Three (3) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	To provide hands-on community placement opportunities for JLK members within our Focus Areas.
<i>Job Description:</i>	Plans and oversees short-term community projects, including but not limited to “Done-In-A-Day” (DIAD) Projects. Identify community needs that reflect the JLK mission and vision. Must network within the community to understand needs. Plan and oversee DIAD activities for League members to participate in. Oversee JLK/Food City annual food drive to benefit Second Harvest Food Bank. Inform membership regularly about volunteer opportunities available to them
<i>Time:</i>	Chair – 5 hours/month (fall); 3 hours/month (spring). Committee members – 3 hours/month (fall); 1 hour/month (spring). Requires daytime availability.
<i>Placements:</i>	5
<i>Skills Preferred:</i>	Good organizational and delegating skills
<i>Suggested Placement Preparations:</i>	Committee Chair Project Committee
<i>Bonus:</i>	Excellent outlet for someone who loves to multi-task as well as for someone with vision and creativity. Highly visible position within and outside the JLK.

COMMUNITY RESEARCH COMMITTEE

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Melanie Harris Assistant Chair: Amanda Martin (2 years; succeed to chair) Committee Members: One (1) OPEN Community Vice-President: Natalie Whitlock Assistant Community Vice-President: Cathy Tucker Financial Vice-President: Cecile Wimberley Sustainer Advisor: OPEN
<i>Purpose:</i>	To study and evaluate community assets, problems, and needs in areas that appeal to League interests and to disseminate findings to the Board of Directors, Committees, and/or General Membership
<i>Job Description:</i>	Study the needs, trends, and resources of the community through researching, interviewing, and evaluating in the areas of health, welfare, recreation, and culture, as relates to JLK’s approved Focus Areas. Responsible for coordinating, evaluating, and researching League projects in the community, including Done-In-A-Day projects and Larger or Signature Projects. Recommend future projects based on research. Assist the President and/or Officers with specific research requests and make appropriate recommendations to the Board of Directors.
<i>Time:</i>	Chair 4-6 hours/month (busiest Oct. to Feb.); committee 1 hour/month. One or more meetings per month with research done on your own.
<i>Placements:</i>	3
<i>Skills Preferred:</i>	Experience in research
<i>Suggested Placement Preparations:</i>	Committee Chair Project Committee Fundraising Committee Communications/PR Committee

JLK SCHOLARSHIP/MINI-GRANTS COMMITTEE

<i>Term and Personnel:</i>	<p>One year 2008-2009. Chair: Catherine Mitchell Assistant Chair: Karen Hostetler Committee Placements: Two (2) OPEN Treasurer: Katie Blalock Assistant Community Vice-President: Cathy Tucker Sustainer Advisor: OPEN</p>
<i>Purpose:</i>	To study, evaluate, and vote on community mini-grant applications. To award \$1000 Scholarship, based on outstanding community service to a graduating High School Senior.
<i>Job Description:</i>	<p>Updates and revises grant application as needed before making available to public Handles all correspondence with applicants. Reports to Board of Directors all mini-grants that were approved & all mini-grants that were refused. Liaison with Treasurer to see that approved awarded mini-grant recipients receive check. Coordinates Grants Reception with Communications/Public Relations Committee for publicity of mini-grants awarded. Develops long-range goals in order to fulfill the goals in the League's Strategic Plan Sets committee objectives for the following year. Assistant Chairman serves as liaison with approved mini-grant applicants to see that grant money is spent correctly; requests year-end evaluations from recipients. Review and update (if necessary) the scholarship application master. During first week of October, deliver applications to area high school guidance offices in the Kingsport City/Sullivan County area public or private including, but not limited to: Dobyys-Bennett, Sullivan North, Sullivan South, and Sullivan Central Review scholarship applications after deadline for submission. Select semi-finalists commendable of a personal interview. Arrange schedule for interviews with all applicants. As more applications are received, it may become necessary to divide into subgroups for initial interviews. Each subgroup would then select a finalist and entire committee would conduct final interviews. Selection process should be completed and recipient name reported at the April Board of Directors meeting.</p>
<i>Time:</i>	1 meeting / month with research or review done on own. Mini-Grants in Fall and Scholarship in Spring.
<i>Placements:</i>	4
<i>Suggested Placement Preparations:</i>	<p>Community Project Placement Community Research Placement</p>
<i>Bonus:</i>	Fabulous opportunity to get to know communities served by JLK. Ideal for night-time schedules of working women.

TAPA (Tennessee Advocacy and Public Awareness)

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Lori Caldwell. Assistant Chair: Karen Randolph (2 year, succeeds to chair) President-Elect: Leslie Gilliam President-Elect-Elect: Holly Wallen Sustainer Advisor: OPEN
<i>Purpose:</i>	Committee members are the League representatives to TAPA and attend its meetings. Coordinates league advocacy programs. Educates the membership on pertinent issues through FOCUS articles and GMM's.
<i>Job Description:</i>	Chairman Represents JLK on the Chamber of Commerce Legislative Committee (meets every Wednesday morning that the Legislature is in session; typically January- June). Represents JLK at community legislative functions as needed. Serves as voting delegate to TAPA. Develops long-range goals in order to fulfill the goals in the League's Strategic Plan. Study legislative issues related to JLK interests & concerns, Focus Areas, Public Stands or Position Statements. Educate the membership on these legislative policy, issues, and procedures. Organize and direct any public action related to chosen or assigned issues undertaken by JLK. Represent JLK at all Tennessee Advocacy and Public Awareness (TAPA) meetings. Pay TAPA dues on time
<i>Time:</i>	Research done on own. Attend TAPA meetings twice a year. Attend City of Kingsport's Chamber Legislative Affairs meetings.
<i>Placements:</i>	2
<i>Bonus:</i>	Excellent opportunity to better understand state government and its workings. Introduction to "lobbying," and members of our political community.

TRAINING COMMITTEE

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Natalie Wells Assistant Chair: Genia Lauro Committee Placements: Three (3) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	To coordinate all training and educational opportunities offered to League membership.
<i>Job Description:</i>	Is responsible for planning and implementing Board Orientation and preparing Board notebooks as directed by the President. Provides ongoing board training throughout the year as directed by the President. Secures speakers and makes all arrangements as to time, place, fee, etc. Meets speakers and serves as hostess, introduces speaker. Explores possibilities and assumes responsibility for planning mini-workshops or seminars. Evaluates programs (including extra speakers at General Membership Meetings). Surveys membership for desired training in new skills. Arranges for professional and/or appropriate trainers. Designs and directs training workshops requested by League committees. Develops long-range training goals in order to anticipate and to be prepared to provide needed skills for League members.
<i>Time:</i>	2 hours/month depending on events scheduled. Two to three planning meetings early in the year and then heavier around training events. Some contact work done on own schedule.
<i>Placements:</i>	5
<i>Skills Preferred:</i>	Excellent meeting and organizational skills. Knowledge of community resources (i.e. Speakers, facilities, etc.)
<i>Suggested Placement Preparations:</i>	Community Project Arrangements Committee
<i>Bonus:</i>	Ability to help shape JLK training objectives for the year.

Special Committees

HOLIDAY MARKET

<p><i>Term and Personnel:</i></p>	<p>One year, 2008-2009. Co-Chairs: Trida LaHair and Jane Henry Assistant Co-Chairs: Angie Davis and Maranda Demuth (2 year; succeeds to Co-Chair) Promotions Chair: Krista Osterhus Promotions Asst. Chair (2 year; succeeds to P. Chair): Vendor Relations Chair: Julie Gunn and Leslie May Vendor Relations Asst. Chair (2 year; succeeds to V.R.Chair): Membership Requirements: Cathy Tucker Decorations Chair: Holiday Market Treasurer: Treva Tarpley Logistics (2): Special Events Chair: Pam Davis Special Events Asst. Chair (2 year; succeeds to S.E. Chair): Special Events Committee Member (2): Artist Café Chair (Sustainer): Sustainer Advisor:</p>
<p><i>Purpose:</i></p>	<p>Plan and implement a Holiday Market to take place in October 2008.</p>
<p><i>Job Description:</i></p>	<p><u>Co-Chairs</u> serve as voting members of the Board of Directors (1 vote). Oversee the planning and implementation of the Holiday Market. (Prime Workload: November - October) <u>Assistant Co-Chairs</u> assist the HM Co-Chairs as needed. Responsible for acquiring and working with the special event sponsors of HM. Move up into Co-Chair position for subsequent HM. (Prime Workload: January – April for sponsors) <u>Promotions Chair</u> is responsible for overseeing the development and implementation of the HM Promotion Plan. (Prime Workload: March – September) <u>Promotions Assistant Chair</u> is responsible for assisting the Promotions Chair with the development and implementation of the HM Promotion Plan. Move up into the Promotions Chair position for the subsequent HM. (Prime Workload: March – September)\</p> <p><u>Vendor Relations Chair</u> is responsible for overseeing the soliciting, selecting, and taking care of the Holiday Market vendors. (Prime Workload: January – October) <u>Vendor Relations Assistant Chair</u> is responsible for assisting the Vendor Relations Chair with the soliciting, selecting, and taking care of Holiday Market vendors. Move up into the Vendor Relations Chair position for the subsequent HM. (Prime Workload: January – October)</p> <p><u>Membership Requirements</u> is responsible for overseeing the notification, tracking and compliance of HM membership requirements for all JLK members. Also serves on Special Events Committee. (Prime Workload: Membership Requirements September – October. Special Events Committee light workload March – September)</p> <p><u>Decorations Chair</u> is responsible for overseeing the decorating of the Holiday Market. (Prime Workload: Summer when making decorations, week of market for decorating. 2008 Holiday Market will not require summer work on decorations, but Decorations Chair will also serve on Special Events Committee.)</p> <p><u>Holiday Market Treasurer</u> is responsible for maintaining accurate financial records of all income and expenses of the Holiday Market. Responsible for working with the JLK Financial VP and JLK Treasurer to staff the “cash room” and oversee all financial and money transactions which occur during the days of the Market. (Prime Workload: during the Market. Light work in tracking income/expenses: May – November).</p> <p><u>Logistics</u> is responsible for transporting all materials to the HM site. May require transporting some items to JLK for storage until the Market. Serves on Special Events Committee. (Prime Workload: Logistics week of HM, Special Events Committee light workload March – September)</p>

	<p><u>Special Events Chair</u> is responsible for overseeing the Special Events Committee and the special events that occur during the HM. (2008 Special Events: Thursday night, Friday night, Friday breakfast, and Saturday breakfast). All members of the Special Events Committee will help in securing auction donations. (Prime Workload: March – April, September – October)</p> <p><u>Special Events Assistant Chair</u> is responsible for assisting the Special Events Chair with the HM Special Events. Move up into the Special Events Chair position for subsequent market. All members of the Special Events Committee will help in securing auction donations. (Prime Workload: March – April, September – October)</p> <p><u>Special Events Committee Members</u> are members of the Special Events Committee. Responsible for tracking auction items (using Auction Item Worksheet) and overseeing the preparation of items for the auction (e.g., descriptions, bid starting amount, bid sheets, etc.) and thank you letters to all donors. All members of the Special Events Committee will help in securing auction donations. (Prime Workload: September – October)</p> <p><u>Artist Café Chair (Sustainer)</u> is responsible for overseeing the Artist Café and the soliciting, selecting and selling of artwork. (Prime Workload: September – October. Light work March-September)</p>
<i>Time:</i>	Summer/Fall; 10-12/month (Chair); 5-6/month (committee)
<i>Placements:</i>	18
<i>Suggested Placement Preparations:</i>	Served on Fundraising Committee Chair a League Committee; Chair or sub-chair a fundraising event Sit on Finance committee
<i>Bonus:</i>	Excellent outlet for someone who loves to multi-task as well as for someone with vision and creativity. Highly visible position within and outside the JLK.

KIDS IN THE KITCHEN

<i>Term and Personnel:</i>	<p>One year, 2008-2009</p> <p>Chair: Cindy Bellamy</p> <p>Assistant Chair: Diane Bowen (2 year, succeeds to chair)</p> <p>Committee Placements: Three (3) OPEN</p> <p>Sustainer Advisor: OPEN</p>
<i>Purpose:</i>	Promote good nutrition and exercise for children by coordinating Kids In The Kitchen events at local schools
<i>Job Description:</i>	Work with area schools to organize and coordinate events. Arrange location, time, and volunteers for events. Provide educational materials, healthy snacks, goody bags, general supplies, publicity and promotional items for events.
<i>Time:</i>	Spring only; 4-5 hours/month
<i>Placements:</i>	5
<i>Suggested Placement Preparations:</i>	Project Committee Community Connections Communications/PR Committee Community Research Arrangements
<i>Bonus:</i>	Creativity and development opportunity; Working with outside organizations and PR outlets

LEADERSHIP KINGSPORT'S 25th ANNIVERSARY CELEBRATION

<i>Term and Personnel:</i>	One year, 2008-2009. Chair: Nancy Kaiser Assistant Chair: OPEN Committee Placements: Three (3) OPEN Sustainer Advisor: OPEN
<i>Purpose:</i>	Plan and organize a beautification project/event of Riverview Park on Saturday, November 8 th .
<i>Job Description:</i>	Chairman serves as a voting member of the Board of Directors and as liaison to the Leadership Kingsport's 25 th Anniversary Committee. Chair communicates with the City Parks and Recreation Director (Kitty Frazier) and attends the Anniversary Committee meetings. Chair presents JLK's plans to LK 25 th Anniversary Committee and gets feedback and answers any questions. The Assistant Chair contacts Keep Kingsport Beautiful and both Rotary Clubs to organize efforts and get their input on what they'd like included in the project. Committee to decide what will be included in the beautification project and the implementation there of. Suggestions for the project are: hosting a reception/celebration in the park on November 8 th , organizing and sponsoring other environmental awareness and educational activities that day in the park for the neighborhood residents, planting Puma grass in the park and other beautification and low maintenance plants, installing teepee-type parking lot barriers with the assistance of Kingsport Parks and Recreation Workers and letting the neighborhood children paint them, etc.
<i>Time:</i>	Summer/Fall
<i>Suggested Placement Preparations:</i>	Communications/PR committee Community Connections Community Project
<i>Placements:</i>	5

The suggested placement preparations section of each position listing are placements that would help you be more prepared for that position, and are not necessarily required in order to serve in that position.

All officers and committee chairs are to review their committee's line item on the monthly Finance Report for accuracy. All officers and committee chairs are responsible for their committee files and notebook and releases these to successor promptly and in good order. She submits by March 1 updates of their Job Description to the Future Planning Committee to be approved by the Board of Directors by end of the League year with copies to the President.