

## *The Charity Ball Association of Baton Rouge*

### **Board of Directors Positions**

#### **CHARITY BALL OFFICERS**

##### PRESIDENT

Level of Commitment: HIGH -- YEAR ROUND

The President shall be the chief executive officer of the Corporation. She shall call for and preside at all Board of Directors' meetings as well as the Annual meeting of the Corporation in February and the September membership meeting. She shall have general and active management of the business of the Corporation and shall see that all orders and resolutions of the Board are carried into effect. She shall execute all contracts requiring the seal of the Corporation, shall have the general powers and duties of supervision and management usually vested in the office of the president of a corporation. She shall keep the membership informed of the business of the Corporation. She sits on the Membership Selection committee. She shall work closely with the Ball Chairman on the plans for the ball. She shall keep in her possession a current record of the Articles of Incorporation, By-laws and written policies and procedures of the Corporation. She shall have at least one year of Board experience prior to serving as President. She will communicate all Charity Ball communications with the Webmaster.

*Attends all Board meetings, Mothers meetings, French Picnic, New Member party, the Ball, the Annual meeting and September Membership meeting.*

##### VICE-PRESIDENT

Level of Commitment: HIGH -- YEAR ROUND

The Vice-President shall be responsible for maintaining a debutante roll consisting of daughters and granddaughters of the membership whose names have been submitted for presentation at the Association's annual debutante ball in December. She will invite the current year's debutantes and upon formal acceptance by the family, furnish the Board of Directors with a list of debutantes for that year. She updates membership records accordingly. She receives and keeps a record of member resignations. The Vice-President is the chair of the Membership Selection Committee and after the process is complete extends invitations to the prospective new members. During the year she provides information to the Webmaster consisting of changes in and additions to membership for her use in compiling the annual membership directory. In the absence of the President, the Vice- President shall assume her duties. In most instances, she shall serve as the President of the Corporation the year after serving as Vice-President.

*Attends Board meetings, Mother's meetings, French Picnic, New Member party, the Ball, the Annual meeting and September Membership meeting.*

##### TREASURER

Level of Commitment: HIGH -- YEAR ROUND

The Treasurer shall receive and collect all of the Corporation income, pay all bills incurred by the Corporation, give an itemized report to the Membership of all monies received and disbursed, and present a budget for approval at the annual meeting. Collect and keep a record of annual dues collected. Makes sure Deb fee invoices are collected. The Treasurer shall keep a current list of members' status, meet with the accountant annually, and pay taxes. In charge of reviewing and renewing insurance.

*Attends Board meetings, Mother's meetings, French Picnic, New Member party, the Ball, the Annual meeting and September Membership meeting*

##### ASST. TREASURER

Level of Commitment: LOW -- YEAR ROUND

The Assistant Treasurer may be called upon to assist the Treasurer in her duties. The Assistant Treasurer will move up to Treasurer the following year.

*Attends Board meetings.*

### SECRETARY

Level of Commitment: Medium – YEAR ROUND

The Secretary shall attend all meetings of the Corporation and of the Board of Directors and keep minutes of the proceedings thereof. She maintains the membership database and provides reports from database for board members as needed. She is responsible for the Social Assignments and sees that each member fulfills her 4-year board positions. She will send out emails to the membership and work with the Webmaster to post information to the website. She shall further be charged with the performance of such services on behalf of the Corporation as may, from time to time, be determined by the President or Vice-President. She shall furnish a paper copy of the annual membership directory to any Sustainer member who requests a copy.

*Attends Board meetings, French Picnic, New Member party, the Ball, the Annual meeting and September Membership meeting.*

### ASST. SECRETARY

Level of Commitment: LOW -- YEAR ROUND

The Assistant Secretary may be called upon to assist the Secretary in her duties. She shall familiarize herself with MembershipWorks using to support the secretary. The Assistant Secretary will move up to Secretary the following year.

*Attends Board meetings, the Annual meeting and the September Membership meeting.*

## **BALL COMMITTEE POSITIONS**

### BALL CHAIRMEN (2 people)

Level of Commitment: HIGH -- YEAR ROUND

The Ball Chairmen shall be in charge of all arrangements pertaining to Le Bal de Noel, overseeing each ball committee and ball production including the breakfast after the ball. They shall negotiate the necessary contracts to secure hotel space, orchestra, string quartet, master of ceremonies, set lighting and sound, food and beverage, floral arrangements, boutonnieres and bouquets. They manage and meet with the ball committee to review their responsibilities and position for the ball. They oversee and may share responsibilities with the Ball Production Chairmen.

*Attends Board meetings, the Debutante Mothers' meetings, French Picnic and the Ball.*

### BALL PRODUCTION CHAIRMEN (2 people)

Level of Commitment: MEDIUM – MAY to DEC.

The Ball Production Chairmen will assist the Ball Chairmen and assume the duties of the Chairmen the following year. They will be given an appointed social committee (1-7 years members), consisting of non-presenting patrons, to assist her/them with the ball decorating, ball breakfast, and ball monitoring. Ball Production Chairman will move up to Ball Chairman the following year.

*Attends Board meetings, the Mothers' meetings, French picnic and the Ball.*

### PRINTING CHAIRMAN

Level of Commitment: MEDIUM – SEP. to DEC.

The Printing Chairman shall have charge of and be responsible for the professional printing needs related to the ball, including programs, invitations, table signs, etc. She shall take her instructions from the Ball Chairmen and attend ball committee meetings as requested. Shall help the day of the ball placing printing needs at the ball.

*Attends the Mothers' meetings and the French picnic.*

### ASST. PRINTING CHAIRMAN

Level of Commitment: LOW – SEP. to DEC.

The Assistant Printing Chairman shall assist the Printing Chairman with her duties and shall assume the duties of Printing Chairman the following year. Shall help the day of the ball placing printing needs at the ball. Usually a move up position.

*Attends the Mothers' meeting and the French picnic.*

#### RESERVATIONS CHAIRMAN

Level of Commitment: MEDIUM – OCT. to DEC.

The Reservations Chairman coordinate the process of invitations and reservations for the Deb mothers and Charity Ball membership, shall accept all membership RSVP's for the ball and thereafter determine the number of extra seats available to debutante families, if any, and allocate those seats on an equitable basis. She shall make all seating arrangements for the ball.

*Attends the Mothers' meetings, French Picnic and the ball.*

#### ASST. RESERVATIONS CHAIRMAN

Level of Commitment: LOW -- OCT. to DEC.

The Assistant Reservations Chairman shall assist the Reservations Chairman with her duties and shall assume the duties of Reservations Chairman the following year.

*Attends the Mothers' meetings, French picnic and the ball.*

#### BEVERAGE CHAIR

Level of Commitment: MEDIUM – OCT. to DEC.

The Beverage Chairman coordinates additional alcohol purchased by debutante families for the ball. She works with the venue to determine the available wine, creates, and collects the order forms from the deb moms and finally ensures that orders are correct and placed accordingly on tables the day of the ball. Responsible for coordinating set-up of reception room/space for debutante families following debutante family picture session. This includes identifying space, signage, refreshments for this area and logistics.

*Attends the Mothers' meetings, French Picnic, and the ball.*

#### ASST. BEVERAGE CHAIR

Level of Commitment: LOW -- OCT. to DEC.

The Assistant Beverage Chairman shall assist the Beverage Chairman with her duties and shall assume the duties of Beverage Chairman the following year.

*Attends the Mothers' meetings, French picnic and the ball.*

#### BALL PERSONNEL CHAIRMAN

Level of Commitment: MEDIUM – MAY to DEC.

The Ball Personnel will assist the planning and implementation of transitioning the ball to an open bar and ticketed event. Ball Personnel will meet with Ball Chairmen and Production leading up to the ball to formalize the plan. Ball Personnel and committee (to be assigned) will assist with ball check-in of guests and set-up/design of this process, usher guests to assigned tables, help to ensure only age-appropriate guests are in attendance after intermission, assist Ball Chairmen with quality control of guest experience.

*Attends the mothers' meetings, and the ball.*

#### DEBUTANTE CHAPERONES CHAIRMAN

Level of Commitment: LOW -- DEC.

The Debutante Chaperone Chairman shall attend deb rehearsal and prepare the deb suite for the evening including stools, snacks, mirrors, bags, etc. On the night of the ball, she shall arrive at 4:00 pm in the Deb suite to help with their dresses and any other needs they may have until the presentation at 8:00 pm. At least one Chaperone shall accompany the debutantes to their photography sessions and escort them back to the suite at the conclusion thereof. At the close of the evening, she shall ensure the deb items have been gathered and the suite is clear *Attends Mothers' meetings and the ball.*

#### DEBUTANTE CHAPERONES (3/4 people)

Level of Commitment: LOW -- DEC.

The Chaperones shall arrive at 4:00pm in the Deb suite to help with the debutantes on the night of the ball till the presentation at 8:00pm. Help with their dresses and any other needs they may have. At least one Chaperone shall accompany the debutantes to their photography sessions and escort them back to the suite at the conclusion thereof. Usually, one chaperone moves up to chair the next year.

*Attends the ball*

## **OTHER BOARD POSITIONS**

### **DEBUTANTE LIAISON**

Level of Commitment: HIGH -- YEAR ROUND

The Liaison shall be responsible for providing all the information to the debutantes and their families concerning the presentation and “debutante year.” She will produce a detailed handbook for the debutantes and set all dates and deadlines. She shall plan and preside over a debutante mothers’ meeting in March and November. She will provide the handbook at or before that meeting and any and all forms each committee may need. She will attend the French Picnic, hold a meeting with the Debs before the picnic to go over the deb handbook and arrange the Debs for the receiving line at the French Picnic. She will be responsible for the listing of all parties and approving all ball gown styles and numbers to avoid conflicts. She will be in charge of the ball rehearsal and attend the ball to help present. The Assistant Deb Liaison will share the Liaison’s duties.

*Attends Board meetings, Mothers’ meetings, French picnic and the ball.*

### **ASST. DEBUTANTE LIAISON**

Level of Commitment: LOW --YEAR ROUND

The Assistant Liaison shall assist the Liaison with her duties and shall assume the duties of Liaison the following year. Help with Deb rehearsal and attend the ball to help present the Debs. Usually a move up position.

*Attends the two Mothers’ meeting, French Picnic and the Ball.*

### **PUBLICITY CHAIRMAN – Ball and Board Position**

Level of Commitment: MEDIUM -- YEAR ROUND

The Publicity Chairman shall arrange for the local newspaper and social magazines to publish photographs and pertinent information for articles about the debutantes, and the social and charitable affairs of the Association. Ensure we have each Debs black and white picture for the newspaper. Shall coordinate all photography sessions at French Picnic, New Member party and Ball. Prepare the photography schedule for the ball debutantes pictures the night of the ball. Ensure the right people are in the picture/ arrange Debs /New Members for the picture and the night of the Ball at the Deb photography before the ball, she is to be in charge of the session and submit the press release to the paper/social magazines. Shall be in contact with the chosen ball photographer/video production company and shall schedule debutante pictures the night of the ball. They shall arrive at 4:00pm the day of the ball to make sure this schedule is followed strictly.

*Attends Board meetings, Mothers’ meetings, French Picnic, New Member party and the ball.*

### **ASST. PUBLICITY CHAIRMAN/ HISTORIAN- Ball and Board Position**

Level of Commitment: LOW - YEAR ROUND

The Assistant Publicity Chairman will assist the Publicity Chairman and be the historian for the Association. She will keep a file of all publicity and activities pertaining to the Association. She will assume the position of Publicity Chairman the following year.

*Attends the French picnic, New Member party and the ball.*

### **SOCIAL MEDIA CHAIRMAN - Ball and Board Position**

Level of Commitment: LOW -- YEAR ROUND

Due to the continuing national trend of declining local news coverage, Charity Ball seeks to increase community awareness thru social media. This position will develop a social media plan based on annual calendar of events. Balance increased awareness while not oversharing. Create social media posts to elevate presence in the community, highlight our events to include French Picnic, New Member party, Le Bal de Noel. Promote awareness of our community donation and our debutantes. Manage Facebook and Instagram accounts including approving followers.

*Attends French Picnic, New Member party and the ball.*

### SOCIAL CHAIRMEN (6 people)

Level of Commitment: MEDIUM -- SPRING OR FALL (French Picnic May/ New Member October/ Annual Meeting February)

The Social Chairmen shall host and plan the social affairs of the Association, including the French Picnic (a spring event for the debutantes and their guests); Bienvenue' (the fall new member party); and, on a much smaller scale, the annual meeting of the Corporation to be held in February. They will be given an appointed social committee consisting of non-presenting patrons to assist with these obligations. This is preferably a **two-year commitment**.

*Attends Board meetings and French Picnic/Bienvenue'/annual meeting.*

### COMPUTER CHAIRMAN

Level of Commitment: MEDIUM – YEAR ROUND

The Computer Chairman shall maintain the Charity Ball website using the Squarespace platform and has access to MembershipWorks and Google mail maintaining full integration of the three platforms. She shall work with the Vice President and Secretary to ensure membership information is correct throughout the year. She shall update the website to reflect a current calendar of events, ensure forms and records are activated timely, post annual debutantes, etc. while maintaining the integrity of the website.

*Attends Board meetings.*

### ASST. COMPUTER CHAIRMAN

Level of Commitment: LOW -- YEAR ROUND

The Assistant Computer Chairman may be called upon to assist the Computer Chairman in her duties. The Assistant Computer Chairman shall familiarize herself with the web platforms used by Charity Ball including MembershipWorks and Squarespace. The Assistant Computer Chair will move up to Computer Chairman the following year.

*Attends Board meetings.*

### NOMINATING CHAIRMAN

Level of Commitment: LOW -- NOV. to DEC.

The Nominating Chairman will accept information from the members regarding their preferred board positions and prepare a slate of officers and chairmen to be presented and voted upon at the annual membership meeting. Will send out job descriptions to all committees to update each January. Will send out a reminder to the membership that the Interest Indicators are due by October 15<sup>th</sup>. The President and Vice-President will assist her in the placements.

*Attends Board meetings and annual meetings.*

### BY-LAWS CHAIRMAN

Level of Commitment: LOW – NOV. to FEB.

The By-laws Chairman shall be in charge of reviewing the By-laws Corporation to make sure that the operation of the Corporation is in agreement with said documents. She shall also be charged with drafting any changes in said documents and placing any changes before the Board of Directors and the membership for their approval.

*Attends Board meetings and annual meetings.*

### ASST. BY-LAWS CHAIRMAN

Level of Commitment: LOW -- OCT. to DEC.

The By-laws Chairman shall familiarize herself with the Associations By-laws and assist the By-laws Chairman with her duties and shall assume the duties of By-laws Chairman the following year.

*Attends the Board meetings and annual meetings.*

COMMUNITY RESEARCH CHAIRMAN

Level of Commitment: LOW – NOV. to FEB.

The Community Research Chairman shall receive the members' nominations of local charities to be considered for receipt of the Association's annual charitable donation. She shall coordinate with the computer chair opening and closing of nominations online. She shall research all such nominees and organize a brief presentation to the membership at the annual meeting prior to taking a vote by the members. If required she will present information on a nominated charity in the event a representative is not in attendance. She will contact the recipient of the donation.

*Attends the Deb meeting prior to the French picnic to present the donation.*