



LEADER GUIDE

Standard Operating Procedures



Table of Contents

| | |
|---------------------------------|----|
| President | 2 |
| Secretary | 6 |
| Treasurer | 8 |
| Parliamentarian | 9 |
| Nominating Committee | 10 |
| | |
| Vice President of Communication | 12 |
| Correspondence Coordinator | 13 |
| Development Coordinator | 14 |
| Membership Coordinator | 15 |
| Publicity Coordinator | 16 |
| Publicity Assistant Coordinator | 17 |
| Scholarship Coordinator | 18 |
| Website Coordinator | 20 |
| | |
| Vice President of Events | 23 |
| Hospitality Coordinator | 24 |
| Luncheon Booklet Coordinator | 25 |
| Program Coordinator | 26 |
| Reservation Coordinator | 27 |
| Women of the Year Coordinator | 28 |
| | |
| Vice President of Human Care | 29 |
| Food Banks Coordinator | 30 |
| Issues and Action Coordinator | 31 |
| Mission Support Coordinator | 32 |
| Operation Layette Coordinator | 35 |