

OU Women's Club.....First Vice President.....1991-92

Responsibilities:

Compile membership list.

Norma Bird can give names of new staff and Eula Fuller can give names of new faculty.

Type a list for campus mailings and one for calling. This is the list from which all members receive a club meeting invitation. Give one of each to the president each time the list is updated throughout the year.

A letter should go to all members announcing the first meeting in September and explaining what the OU Women's Club is all about. Include a meeting schedule card.

New members are to receive a letter explaining what the club is about, both faculty and staff, during the year.

Arrange for someone to take each new member to the first club meeting. Forward the info to the president.

If you know of someone who may not be able to drive, check with other members and ask them to be responsible for getting that person to the meetings. (This will probably include older members or very new one car families)

If you can, fill in for the president when she is unable to supervise a club meeting. You will be contacted for your availability in advance.