

# 2023-2024

## BJWC Officers and Board Members:

### **President – Jacqui Pieroni**

- Presides over all meetings.
- Appoints all standing and special committees.
- Serves as a member ex-officio of all committees.
- Represents Barrington Junior Women's Club, Inc. at community events or appoint someone to do so whenever necessary.
- Serves as a member of the nominating committee.

### **First Vice President - Rachel Menge**

- Serves as the chairperson of the membership committee.
- Acquaints herself with the duties of the president and presides in the absence of the president.
- Accepts reports of unexcused ways & means obligations, community service or committee obligations from chairpersons.
- Maintains the membership file.

### **Second Vice President – Colleen Orscheln**

- Serves as the PR chairperson
- Oversees communication with local media outlets
- Maintains PR timeline and oversees PR writers
- Takes the place of any elected board member in her absence at general meetings.
- Manages Social Media

### **Treasurer – Jill Douthit**

- Works with bookkeeper to keep books up to date pays all the bills pertinent to the organization.
- Collects all dues and money.
- Makes all books and records available for audit, working with book keeper and accountant
- Serves as a member of the budget committee.

### **Recording Secretary – Ashley Thompson**

- Keeps the minutes of all meetings.
- Sends copies of the minutes to the president within a week of each general and board meeting.
- Organizes names, addresses and pictures for Directory
- Maintains an inventory of the Storage Unit.

### **Corresponding Secretary – Katie Smith**

- Serves as the chairperson of the newsletter committee.
- Conducts official correspondence under the direction of the president.
- Sends out notices of all board meetings.

# BJWC Committees

## Advisors

**Chairpersons: Medbh Huschitt and Jenny Miller**

- Provide advice and support to the executive board, drawing from their breadth of experience in all aspects of BJWC.

## Associates Liaisons

**Chairpersons:**

- Connect past members with current members
- Provide communication on a monthly basis to Associates
- Host Associate events throughout the year

## Character Counts

**Chairpersons: Kristin Baumann and Nicole Arnold**

- Solicit nominations for Character Counts awards from members of BJWC
- Review references of nominees
- Present the awards to the Character Counts winners at the Barrington Village Board Meeting
- Organize a reception for the award winners and their families, following the Village Board meeting.

## Community Service

**Chairpersons:**

- Coordinate community service activities for BJWC, including Meals with Wheels and tutoring at Sunny Hill.
- Oversee the sign-up of two-hour shifts, and see that each BJWC member has met the club obligation.
- Attend external meetings with BJWC partners
- Send reminder to the volunteers in advance of their scheduled assignment.
- Consider and evaluate other service opportunities for the club.
- Promote BJWC in the community by supporting Barrington community activities and events.
- The activities include: Scarecrow Festival, Feed My Starving Children, The Community Meal and others

## Corporate Sponsorship

**Chairpersons: Lauren Hansen and Natalie Koerber**

- Identify and organizes sponsorship opportunities for BJWC at both a corporate level and event level.
- Solicit advertisements for Ways and Means, as well as special events.

## **Fall Ways and Means**

**Chairpersons: Juliann Brown, Abby Biondi**

- Plan and oversight of major fundraiser, Fall Fashion Show.

## **Giving Day**

**Chairpersons: Ashley Scheetz and Megan Zarling**

- Work in collaboration with broader Barrington Giving Day organization to procure, transport, sort and organize toy donations
- Facilitate volunteer base for Barrington Giving Day toy department

## **HOPE Dinner**

**Chairpersons: Keri Ricci and Maureen Bozduman**

- Plan HOPE Dinner, a holiday themed dinner in December
- Distribute gift cards to seniors, using funds raised at the dinner.

## **Legal Advisor**

**Chairperson: Lenore Franckowiak**

- Review all contracts, and provide advice and counsel to each of the committees as needed.

## **Membership**

**Chairpersons: Kristina Barnett and Lindsay Dausch**

- Host a membership drive at the September meeting to recruit new members
- Host a new member get together
- Greet and welcome members and guests at every meeting.
- Communicate with new members regarding club events.

## **Meeting Planning**

**1st VP:**

- Plan and organizes the BJWC Monthly General Meetings at local venues. Secure speakers for the general meetings, at the request of the President
- Supply name tags for attendees at the meetings.

## **Nominating**

**Chairperson: Gina Koertner**

- Prepare a slate of nominees for officers to be presented at the March Board Meeting.
- Present the slate at the general meeting in April with nominations from the floor.
- Publish the slate in the May newsletter

## **Philanthropy**

### **Chairpersons: Maureen Wright and Carolyn McNamara**

- Solicit nominations for grants and scholarships from the greater community.
- Review nominations and selects recipients for BJWC's Community Grants
- Review nominees and selects recipients for BHS Scholarships.
- Organize and facilitate a Scholarship Dinner for the Scholarship winners and their families, in conjunction with the BJWC June meeting.
- Organize and facilitate a Grant reception for the Grant recipients

## **Safety Town**

### **Chairpersons: Mallory Vasquez, Kim Swarbrick, and Meghan Gehrisch**

- Organize the popular early childhood educational safety program for kids, Safety Town.
- Hire teachers to teach the program, as needed
- Review maintenance needs at the permanent site
- Oversee registration and financial obligations of Safety Town
- Initiate portable Safety Town at Sunny Hill School

## **Service to Seniors**

### **Chairpersons: Claire Sincox**

- Host two holiday parties during the year at Christmas and Valentine's Day, in conjunction with BACOA..
- Host a "Spring Fling", a luncheon with entertainment, bingo and prizes, in conjunction with BACOA.
- Coordinate with local organizations to enrich the lives of Seniors.

## **Spring Ways & Means**

### **Chairpersons: Heather Kieser**

- Plans and organizes the spring fundraiser.

## **Family Engagement**

### **Chairpersons: Emily Rosencrans and Caroline Kennath**

- Plan Family engagement events throughout the year
- Work with community service co-chairs on organizing family volunteer opportunities