

QUEENS TOGETHER EMPOWERED

Leadership Roles & Responsibilities

Revised organizational leadership structure

Founder & President is a permanent position. The Vice President assumes membership coordination. The Planning Committee Chairperson oversees Events & Travel and Community Outreach. The Secretary collects and records dues and reports financial information to the Treasurer.

Founder & President (Permanent Position)

- Provides overall vision, strategic leadership, and oversight of the organization.
- Presides over meetings and represents the organization in official matters.
- Oversees officers, committees, programs, and implementation of approved decisions.
- The Founder & President position is permanent and is not open for leadership applications.

Vice President (Includes Membership Coordination)

- Assists the President and serves in her absence when authorized.
- Oversees member recruitment, applications, orientation, and membership records.
- Tracks attendance, membership standing, and dues status in coordination with the Secretary.
- Addresses membership concerns and helps implement confidentiality and attendance policies.

Secretary (Records and Dues Collection)

- Records meeting minutes, correspondence, and official organizational records.
- Collects and records monthly membership dues of \$35 per member.
- Maintains documentation of income, expenses, receipts, and payments.
- Provides receipts or payment confirmations and promptly deposits collected funds into the organization account according to approved procedures.
- Submits financial documentation and collection reports to the Treasurer regularly.
- Coordinates with the Vice President on member payment status and maintains confidentiality.

Treasurer (Financial Oversight)

- Reviews the financial records, receipts, and reports submitted by the Secretary.
- Reconciles collections and records against deposits and bank statements monthly.
- Prepares financial summaries, monitors budgets, and reports financial status to the President and membership.
- Oversees authorized expenditures, financial controls, bank accounts, and required financial filings.
- Ensures no single officer independently controls collection, recording, and reconciliation of funds.

Planning Committee Chairperson

- Leads the planning committee and reports to the President.
- Supervises the Events & Travel Coordinator and Community Outreach Director.
- Coordinates the calendar of events, trips, and service projects.
- Reviews proposals, budgets, logistics, and schedules; presents recommendations for approval.
- Ensures committee activities support the organization's mission.

Events & Travel Coordinator (Reports to Planning Committee Chairperson)

- Plans trips, retreats, outings, and social events.
- Coordinates venues, travel arrangements, itineraries, and participant communications.
- Submits proposals and estimated costs through the Planning Committee Chairperson.
- Coordinates approved expenses with the Treasurer.

Community Outreach Director (Reports to Planning Committee Chairperson)

- Develops community service, mentorship, and charitable initiatives.
- Identifies community partners, volunteers, and service opportunities.
- Submits outreach plans through the Planning Committee Chairperson.
- Reports participation and outcomes of outreach activities.

Public Relations & Communications Director

- Manages approved public announcements, newsletters, and organizational messaging.
- Maintains consistent branding and communications across appropriate channels.
- Promotes events and initiatives with leadership approval.
- Protects member confidentiality and obtains permission before sharing member information or images.

Sisterhood & Wellness Coordinator

- Supports a welcoming, respectful, and inclusive environment for members.
- Coordinates discussions, fellowship, and wellness-focused activities.
- Encourages peer support while respecting confidentiality and personal boundaries.
- Works with leadership to address member engagement and group culture.

Fundraising Coordinator

- Develops fundraising ideas and campaigns aligned with the organization's mission.
- Coordinates fundraising plans with the President and Treasurer for approval.
- Tracks campaign activity and submits money and supporting records to the Secretary under approved procedures.
- Helps communicate fundraising goals and outcomes without promising tax deductibility unless authorized.

Governance note: All officers must follow adopted bylaws and approved financial procedures. Major decisions remain subject to voting provisions in the bylaws. Review this structure for compliance with applicable South Carolina nonprofit requirements.