

**DESERT FOUNDATION AUXILIARY
GUIDELINES**

WEBSITE

GENERAL JOB DESCRIPTION:

Maintain website: DesertFoundationAuxiliary.org.

ORGANIZATIONAL STRUCTURE OF JOB:

☐ Board of Directors
☒ Standing Committee
☐ Ball Committee

GENERAL POLICIES:

GUIDELINES

- Read and familiarize yourself with Guidelines and past report(s)
- Conform to Guidelines and follow approved samples included
- Recommendations for changes to Guidelines must be submitted to Traditions Committee
- To request a change(s) in procedure to the Guidelines during the course of the year, approval must be obtained from the Traditions committee. If a member of the Traditions committee cannot be reached, President may approve change(s). This change(s) or any recommended at the end of your term must then be submitted on the "Recommendations for changes to Guidelines" form to be included with your Final Report.

BUDGET

- All receipts/bills must be submitted with the appropriate form to the Treasurer for reimbursement. Contact Treasurer for form.
- The budget allocated for your position may not be exceeded without prior approval from President or Ball Chairman.
- All bids, proposals and contracts must be reviewed by the President prior to implementation.

- Keep track of all expenses whether turned in for reimbursement or not.

REPORT

- Keep a current outline/timeline of what you do as the year progresses to hopefully facilitate a more comprehensive and accurate report.
- Keep one copy of all pertinent correspondence, expenses, contracts, invitations, etc. to be included with the one copy of your final report that will remain in your notebook.
- Prepare Final Report following report format. Make 5 copies of the report. Place one copy in your job notebook and turn in four remaining to Traditions at Annual Meeting if you are an officer and at the final Ball meeting if you are on the Ball committee.

MISCELLANEOUS

- Attend all scheduled meetings and regret for those you cannot attend.
- DFA stationary/letterhead if required can be obtained from the Printing Chairman.
- Write thank you notes as appropriate. Return unused stationery/letterhead, if you will not be needing it to current of new Printing Chairman.
- The word "Debutante" should never be shortened to "Deb".
- Attendance at the Ball is a requirement of membership. If you cannot attend, you must donate the full amount of two Ball tickets or one if single.

GENERAL DUTIES:

These would be anything that would be ongoing during the position or general duties upfront.

SPECIFIC COMMITTEES OR OFFICERS THIS POSITION

INTERFACES WITH:

Website Chairman would need to interface with:

1. President – to obtain the new Standing and Ball Committees for the year.
An updated calendar for the new year.

2. Membership Chairman – to obtain the revised birthday list and Sorority affiliations.
3. Recording Secretary – during the year to get the approved copies of the minutes to place on the website.
4. Publicity Chairman – to gather publicity articles and photos.
5. Yearbook Chairman – to place the current yearbook on the website along with updated versions of documents. It may be easier to contact Charles at ProPrint directly to get copies of the PDF documents. He can be reached at cwarden@biltmoreproprint.com.
6. Newsletter Chairman - to obtain a PDF copy of the newsletter for the fall and spring.
7. Treasurer: as needed for any reimbursements.

GENERAL ONGOING DUTIES:

Collect all the documents to be placed on the website. Forward these updates/changes to our website administrator, Bob Duval.

Website Administrator

Bob Duval

Primary Pixel

bob@primarypixel.com

www.primarypixel.com

623-396-5789

2115 West Yukon Drive

Phoenix, AZ 85027

SUGGESTED MONTH BY MONTH TIMELINE:

January: Ask President for photos from the Ball she would like on the website. We have approximately 12 photos from each Ball on the website; mix of candid photos from Colleen Katz and formal Duke shots. Change the date of the next Ball. Publicity Chair will have some publicity links to add to the website. These are all done so the new debutantes and their families can access our website and look at recent pictures, publicity, etc.

Mid-February: After the Annual Meeting, change the password to the new president's last name. Also update who on the website emails go to, usually the president. In addition, update the new Charity Selection Chairman and her contact information. By this time our new members have been selected. An updated birthday list and sorority affiliations from Membership Chair. Obtain the latest newsletter and place on the website. Standing, Ball committees and new calendar from the President.