

Chairmom Positions

Activities Calendar (requires 4 people, each schedules 3 months)

- Plan monthly activities, including “Lunch Bunch” outings
- Coordinate regularly scheduled activities with other coordinators monthly (MNO, Playgroups, etc)
- Supply calendar of events and descriptions of MOMS Club activities to the Newsletter Editor monthly

Baby Sitting Co-op

- Updates the participation list as needed and distributes
- Coordinates with MVP for new members who want to join
- Supplies additional tickets to moms who’ve had babies

Crafts

- Coordinates craft events for the children as needed
- Purchases supplies and is reimbursed by those participating
- Communicates with the Activities Calendar rep to get it on the calendar

Fundraising (at least 2 people)

- Coordinates the fundraising projects that will benefit the service project
- Coordinates all involved in the event (i.e., garage sale - find location, designate workers, publicity, etc.)
- Communicates with the Activities Calendar rep to get it on the calendar

Historian

- Collect pictures of MOMS Club events from members
- Compile or continue the MOMS Club scrapbook for display at the end of year banquet

Holiday Parties and Family Activities (at least 4 people)

- Coordinates holiday parties at the appropriate time throughout the year
- Stays within budget for spending
- Coordinates decorations, food, sign up sheets, set up and clean up
- Determines location and date of the event
- Communicates with the Activities Calendar rep to get it on the calendar

Mom’s Night Out

- Determines location and time of event on a monthly basis
- Communicates with the Activities Calendar rep to get it on the calendar

New Member Welcome (at least 4 people)

- Contacts new members for them to select an upcoming activity they plan to attend where they can receive their MOMS Club pin
- Confirms that a New Member Welcome Chairmom will attend the activity and present the pin
- Sends an email or phones new members to welcome them to the club

Newsletter Editor

- Designs the format of the newsletter
- Compiles all the information submitted by members into a monthly newsletter
- Works closely with the Activities Calendar reps to get information timely

Newsletter Reproduction/Distribution

- Picks up newsletters from AlphaGraphics and brings them to the monthly meeting.
- Mails newsletters to designated International MOMS Club coordinators
- Purchases stamps, envelopes and other necessary supplies within budget
- Coordinates with Newsletter Editor, as necessary

Newborn to Toddlers Playgroup

- Coordinates people to host weekly playgroups
- Communicates with the Activities Calendar rep to get it on the calendar

Big Kids Playgroup

- Schedules playgroup after school or on a holiday (once a month or as needed)
- Selects public location like park or skate rink, or coordinates a member to host
- Communicates with the Activities Calendar rep to get it on the calendar

Sunshine Committee (at least 3 people)

- Sends birthday cards to members
- Coordinates new mom meals for members when a new baby arrives
- Coordinates assistance for members when needed in emergency situations
- Maintains and delivers the "New Baby Basket"
- Maintains and delivers the "Sick Kid Basket"

Webmom

Maintains club website and notifies members of pertinent additions.