

INFORMATION FOR BOARD MEMBERS

The Board of Directors is the administrative and policy making body of the League, having general charge of its affairs, funds, and property. The Board is responsible to the membership for the coordination and smooth functioning of all League activities. Before each League meeting the Board meets to discuss the general content of the meeting, the business to be presented, and pertinent A.J.L.A. communications.

It is the duty of the Board to present to the membership all proposed major program activities for ratification.

Committee chairmen should present to the Board overall committee plans, major problems, and recommendations for discussion and approval.

Since the Board considers matters which effect the League's program as a whole, details and minor questions should be settled within the committees.

Because the Board must have knowledge of all League activities in order to function properly, will you please read our yearbook from cover to cover. There is additional important information in the A.J.L.A. Handbook which you will be using as a guide during the coming year. Please read the entire Handbook, giving special attention to the functions of the Board, and to all information concerning the make-up, duties, files, etc. of your particular committee.

Throughout the year keep full committee files with minutes of meetings, helpful notes for the succeeding chairman, and copies of all letters written and received. Copies of important letters concerning official business should also be sent to the President because they must be included in her files.

Since provisionals have their volunteer time scheduled for the year, please do not ask a provisional to do any work unless you have permission from the Provisional Chairman and her committee.

The By-Law reads "that no member of the League shall give out to the press any news item or information concerning the League without the approval of the Public Relations Chairman".

Before you spend any League money for mimeographing, telephone calls, or any committee expenses, telephone the Treasurer to be sure that funds are available.

If you want the telephone committee to contact League members for any special reason, please tell the chairman of that committee the exact wording of the message that you want conveyed so that there will be no misunderstanding.

Whenever you need someone to do straight typing such as minutes of committee meetings, etc., telephone the chairman of the typing committee; and she will ask a League volunteer to do the work. In this way the paid secretary will not be overloaded with routine typing.

The paid secretary will be in the Junior League office on the sixth floor of the Pepper Building from 9 to 12 A.M., Monday through Friday, during the first and last weeks of each month - week prior to and week of League meeting. Each week the secretary types minutes of the Board and League meetings, any important letters to A.J.L.A. and other Leagues, etc. At present she spends an average of one day per week typing or mimeographing for the Radio Committee; this part of our contract to support the Children's Programming Committee of the Radio Council. If you want the secretary to mimeograph material or type important letters for you, please telephone her at the office or at her home for an appointment. By having definite work outlined a week or so in advance, the secretary will be able to schedule her time.. To avoid extra work and extra hours caused by last minute requests from committee chairmen, you are urged to telephone for an appointment with the secretary as far in advance as possible.

League committee records, minutes of meetings, newssheets, Junior League Magazines, etc. from the last several years are on file at the office.

Supplies such as League stationery and stamps will be available at the office and at the Corresponding Secretary's house.

Once a month a member of the Newssheet Committee will contact you to find out whether you have anything to report from your committee. The Newssheet

goes to press one week before each Board meeting.

If you want to give a report or bring a problem or recommendation from your committee to the Board or to the League, please telephone the President well in advance of the meetings so that she will be able to make up the agenda and give you ample time for discussion. Whenever major issues are to be presented to the membership, the League agenda is published in the Newssheet.

When you plan to be out of town, please notify the President so that she will know whom she should telephone on your committee in case something important arises.