



Approved by the Executive Board on Thursday, January 29, 2026 by majority vote:

1. Add under Executive Board, 6. Duties of Executive Board members:
Propose to add a 5th bullet point “At the end of the Board term, if a new Executive Board member is taking the place of an outgoing Board member, the outgoing Board member will pass an information sheet and/or binder of the duties required of that position in hard copy, email or both. All digital files will be saved in the SWC Google Drive in the corresponding SWC Folder.”
2. Add under OFFICERS AND COMMITTEES, 5TH Vice President – Community Outreach:
Propose to add a 5th bullet point Outreach fund disbursements require Executive Board approval.
3. Vice President – Community Outreach – Propose to add a 6th bullet point She will propose how Outreach funds will be used at the Executive Board meeting two (2) months prior to the month requesting funds. Once the Board has approved the use of the funds by monthly meeting vote, the funds will be requested in writing via the Treasurer’s Community Outreach Funds Request Form.” (Treasurer to update Funds Request Form)
4. Update Website Chairman duties –
 - The Website Chairman shall: 1) oversee SWC’s website design and keep it updated with current and accurate information as provided by the other Board members for their respective areas of responsibility; 2) maintain the membership management platform; 3) maintain any other required technology and platforms needed to manage the Club; 4) responsible for managing the Club events calendar, including luncheons, social events, meetings and other special events as necessary and 5) is responsible for communicating the posting of schedules and timelines with the chairpersons and Board members as necessary. She is responsible for sharing links, graphics, and event details with the Membership Communications Chairman, Social Media Chairman, Publicity Chairman or others as needed.