

Montague Villages Board of Directors & Committees

revised 5/16/24

Board of Directors (BOD): Helen Gibson Uguccione (President), Susan Dorais (Treasurer), Lee Wicks (Clerk), Eileen Mariani, Terry Eaklor, Paula Graffius, Roberta Potter & Kristi Bodin

- Each committee has specific duties and responsibilities, for instance, the committee chair is responsible for leading the committee meetings, setting agendas, ensuring that all members have an opportunity to participate in discussions. Other members of the committee are responsible for researching issues in depth, analyzing them, and providing documentation to support their findings.
- After each committee meeting, a written report will be submitted to the President of the BOD. At each Board meeting committee reports will be given verbally.

Communication/Outreach Committee: Lee Wicks (chair), Eileen Mariani, & Helen Gibson Uguccione

- Promotes MV through our website, local newspapers, and print media (brochures and flyers)
- Promotes MV through informational meetings to engage our community
- Marketing including public meetings to recruit members and volunteers

Finance Committee: Susan Dorais (chair), Eileen Mariani & Roy Rosenblatt

- Oversees the financial activities of MV to ensure stability and long-term economic health
- Responsible for creating and monitoring the budget
- Oversees regular financial reviews and financial statements
- Recommends changes in fees as needed
- Maintains finance-related policies and procedures

Fundraising Committee: Mary Kay Mattiace (chair), Paula Graffius & Helen Gibson Uguccione

- Responsible for creating and implementing our fundraising plan
- Responsible for recruiting sponsors – local banks and businesses

Governance committee: Roy Rosenblatt & Ferd Wulkan

- Establishes policies and procedures that support the organization in functioning well and efficiently

IT Committee: Helen Gibson Uguccione (chair) & Michael Helmstadter

- Responsible for creating and updating website using the Run My Village platform from Club Express
- Maintains database (on website) of all potential sponsors, members & volunteers

Membership Committee: Helen Gibson Uguccione (chair) & Lynn Duggan will help with recruitment & intake, Bev von Kries & Jeri Moran will create documents

- Create a membership handbook, application, intake (interview at home), & membership agreement
- May appoint a coordinator if needed to help evaluate member services received

Volunteer Committee: Terry Eaklor (chair), Susan Sylvester & Helen Gibson Uguccione

- Create a volunteer handbook, application, & interview guide
- Responsible for volunteer appreciation & retention
- Terry & Susan appointed **Volunteer Coordinators** – Volunteer Coordinators are responsible for conducting one-on-one interviews of all volunteers & training all volunteers using the Montague Villages Volunteer Handbook
- Terry Eaklor, Lee Wicks, Susan Dorais & Helen Gibson Uguccione volunteered to be **Call Managers** Call Managers are responsible for connecting members with **Service Providers** (a volunteer who provides service to a member), each Call Manager will be responsible for one full week on a rotating schedule