



**JUNIOR LEAGUE OF MIAMI, INC.**

**PLACEMENT BULLETIN  
2009-2010**

## PLACEMENT INTERVIEWS

*AT THE APRIL GENERAL MEMBERSHIP MEETING*

Tuesday, April 14<sup>th</sup>

**Morning Meeting at  
JLM Headquarters**

**Evening Meeting at  
Riviera Country Club**

*AT JLM HEADQUARTERS*

Thursday, April 16<sup>th</sup>

**5:00PM to 8:00 PM**

Friday, April 17<sup>th</sup>

**9:30AM to 11:30 AM**

**If you have completed all of your membership requirements for 2008-2009, including paying 2009-2010 dues, you may submit your placement selections on-line on or before April 14<sup>th</sup>.**

### ***WHAT DO YOU DO AT THE PLACEMENT INTERVIEW?***

- 1. Select your preferences for your 2009-2010 Placement.** Each member must select 4 placement options (2 community placements and 2 in-league placements) and rank them from 1 to 4 in order of preference.
- 2. Update your placement file.**
- 3. Pay any outstanding financial obligation.**

*ACTIVE MEMBERS WILL RECEIVE (1) MEETING CREDIT FOR ATTENDING THE APRIL 16<sup>TH</sup> or 17<sup>TH</sup> PLACEMENT INTERVIEW AT JLM HEADQUARTERS. PLEASE NOTE THAT MEMBERS WILL NOT RECEIVE A MEETING CREDIT FOR SUBMITTING PLACMENT SELECTIONS ONLINE OR AT THE APRIL GMM.*

2009-2010 Placements will be assigned immediately following the last Placement Interview (scheduled for Friday, April 17, 2009, as noted above) to all active members who have completed all 2008-2009 membership requirements and paid 2009-2010 dues. ***If you have not completed these requirements and/or paid your dues, you will not be placed until you have done so and will then be placed based upon remaining openings.*** We plan to notify members of their 2009-2010 Placement assignments at the May Annual Meeting.

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**BOARD OF DIRECTORS 2009-2010**

President.....Erin Dolan Knight  
President - Elect.....Loretta Nido  
Vice President - Communications .....Elizabeth Vargas  
Vice President - Community.....Katie Lane-Arriola  
Vice President - Development.....Kim Sarkisian  
Vice President - Finance.....Christine Connor  
Vice President - Membership .....Bibi Cruz-Ledon Sears  
Vice President - Planning.....Alise Johnson Henry  
Recording Secretary.....Marlene Fernandez  
Treasurer.....Maria Byrd  
Bylaws/Parliamentarian.....Dana Martorella  
Nominating Chair.....Jennifer Hartnett Wilson  
Placement Chair.....Vicky Colross Hucks  
Presidential Liaison.....Betsy Colross Harper

## GENERAL PLACEMENT INFORMATION

### ACTIVE MEMBERSHIP REQUIREMENTS

Each Active member is required to complete the following membership requirements each League year:

- a. **Pay annual dues**
- b. **Complete a placement**
- c. **Attend five (5) general membership meetings or JLM Board-approved substitutes**
- d. **Work one (1) shift for a JLM fundraiser or community project OR buy one (1) ticket to any of the following JLM fundraisers: Golf Tournament (player ticket), Miami, Who Makes a Magic City , or WWMD luncheon.**

### ADVISORY STATUS

To qualify, you must have completed at least three (3) years as an active (*your first year as an active was 2006 or earlier*). Advisory Status is available to members for a maximum of two years during their active service, except as noted below.

- a. Meeting Option - members are excused from fulfilling a placement, but must fulfill all other membership requirements.
- b. Placement Option - members are excused from attending general membership meetings, but must fulfill all other membership requirements. The Placement Option is available indefinitely to members eligible to go sustaining. The Placement Option is not available to members serving on certain committees as determined by the Board.

Please note that ALL Advisory Status members must:

- a. Pay annual dues
- b. Complete the shift/ticket requirement.

### LEAVES OF ABSENCE

1. **T.E.S. (Temporary Excuse from Service):** Any active member may submit to the Placement Chair a request for a TES for reasons such as death of a family member, maternity leave, divorce, work-related problems or health situations. *Written requests must be sent to the Placement Chair and must be approved by the Board of Directors.*

A TES may be granted for up to three (3) months with a possible extension of up to three (3) additional months.

Members granted a TES shall be excused from placement obligations and meeting attendance for the duration of the TES only. Please note that members granted a TES are required to:

- a. Pay annual dues
- b. Complete the shift/ticket requirement.

**2. Sabbatical:** *Written requests must be sent to the Placement Chair and must be approved by the Board of Directors.*

Members granted a sabbatical will be excused from all membership requirements for the league year, except annual dues payment.

No more than one (1) sabbatical may be taken within a five-year period. Please note that no more than 5% of actives may be on Sabbatical in any one year and requests will be approved on a first-requested-first-granted basis.

**COMMUNICATIONS COUNCIL**

**ADVERTISING MANAGER**

VP 2009-10: Elizabeth Vargas (elizmurray@prodigy.net)

Chair: Tracy Pottker-Fishel

**JOB OPPORTUNITY:** TO CREATE AN EFFECTIVE ADVERTISING PLAN FOR ALL JLM PUBLICATIONS. THE COMMITTEE IS RESPONSIBLE FOR ALL ADVERTISING IN PRINTED JLM MATERIALS, SPECIFICALLY THE JUNIOR LEAGUE JOURNAL (CURRENTLY PUBLISHED FOUR TIMES ANNUALLY), THE MEMBERSHIP DIRECTORY (PUBLISHED ANNUALLY IN SUMMER), THE ALL MEMBER E-MAIL, AND THE WEBSITE.

**NUMBER OF PLACEMENTS:** Chair: 1 (filled)  
Committee: 4

**TIME COMMITMENT:** Flexible hours, concentrated in summer with publication of Membership Directory, and throughout the year with publication of Junior League Journal. The ability to work within deadlines is crucial.

**LOCATION:** Most meetings would take place via phone or email. Most committee work can be done from home.

**REQUIREMENTS:**

- \* Attention to detail
- \* Organizational skills
- \* Basic computer skills, access to a fax and Internet for email
- \* Good written and verbal skills.
- \* Willingness to network
- \* Outgoing, self-directed personality is a plus.
- \* Prior professional advertising/sales experience is helpful, although not required. Ability to "cold call" and use established community contacts are also important

**WORK DESCRIPTION:**

Chair/Chair-Elect:

- \* **Serves on Communications Council.**
- \* Develops an advertising marketing plan for the committee in conjunction with Co-Chair.
- \* Oversees and works on all committee responsibilities outlined below.

### **ADVERTISING CONTINUED**

Committee:

- \* Produces annual advertising rate sheet and solicitation letters.
- \* Works closely with Membership Directory chair to coordinate all advertising efforts (advertising space to cover as much of the cost of the directory as possible).
- \* Works closely with JLM Journal Editor and committee to ensure advertisements are in each issue (again, advertising space to cover as much of the cost of the Journal as possible).
- \* Works closely with JLM bookkeeper and finance council to ensure advertisers receive timely up-to-date invoices.
- \* Writes thank-you letters and solicitation letters in a timely manner.



## **INTERACTIVE COMMUNICATIONS CONTINUED**

Committee:

- \* Provides webmaster with weekly/biweekly updates to website homepage and any necessary changes needed to maintain the JLM site current and accurate.
- \* Obtains audio needs from guest speakers and JLM Members for monthly GMMs.
- \* Sets-up and operates audiovisual at GMMs.
  
- \* Serves as liaison to provisional and sustainer chairs to obtain updated information for all member emails.
- \* Assists Chair in preparing and sending weekly all-member emails to the membership.
- \* Assists in gathering upgrades/updates for the JLM website.
- \* Is available to assist at General Membership Meetings with audio/visual equipment.

**COMMUNICATIONS COUNCIL**

**JUNIOR LEAGUE JOURNAL**

VP 2009-10: Elizabeth Vargas (elizmurray@prodigy.net)

Editor: Jennifer Herskowitz

Assistant Editor: Tracy Pottker-Fishel

**JOB OPPORTUNITY:** TO PRODUCE JLM'S NEWSLETTER USING MICROSOFT WORD & DESKTOP PUBLISHING SOFTWARE. COMMITTEE IS RESPONSIBLE FOR STORY DEVELOPMENT, EDITING, PHOTOGRAPHY, AND MAILING.

**NUMBER OF PLACEMENTS:** Chair (Editor): 1 (filled)  
Assistant Editor: 1 (filled)  
Committee: 5

**TIME COMMITMENT:** Flexible hours, but large time commitment is required from article deadline until the issue goes to press. Between issues, ongoing planning of stories and photography updates is necessary. A total of 40-60 working hours by the Editor and staff are required for each issue. The ability to work within deadlines is *crucial*. Summer work is required.

**REQUIREMENTS:**

- \* Desktop publishing experience helpful- must be proficient in MS Word. (mandatory for Editor)
- \* Excellent grammar skills (mandatory for Editor)
- \* Proofing and editing experience (mandatory for Editor)
- \* Creativity and attention to detail

**WORK DESCRIPTION:**

**Chair:**

- \* **Serves on Communications Council.**
- \* Obtains information from President, Council VPs, Committee, Project Chairs, and JLM Membership.
- \* Edits articles, designs layout, works with printer and bulk mailer.
- \* Manages budget within JLM guidelines.

**Assistant Editor:**

- \* May assume role as editor next year.

**Committee:**

- \* Assists chair (editor) as requested.

**Committee:**

- \* May photograph JLM events to accompany articles.

**Committee:**

- \* Assists with production as requested by editor.

**Committee:**

- \* Contributes topics & articles for publications

**COMMUNICATIONS COUNCIL**

**PHOTO/VIDEO JOURNALIST**

VP 2009-10: Elizabeth Vargas (elizmurray@prodigy.net)

Co-Chair: Shanna Nye

Co-Chair: Sheri Mazariegos

**JOB OPPORTUNITY:** TO PRESERVE JLM'S HISTORY THROUGH THE COMPILATION OF PHOTOS AND VIDEOS FOR USE ON THE JLM WEBSITE, JOURNAL, PRESENTATIONS, VIDEOS, MARKETING, AND PUBLIC RELATIONS CHRONICLING THE ACTIVITIES AND ACHIEVEMENTS OF THE 2009-2010 JLM YEAR.

NUMBER OF PLACEMENTS: Chairs: 2 (filled)  
Committee: 1

**TIME COMMITMENT:** This year round placement must be completed by May 2010 and requires one to two hours a week to attend and take photographs at JLM events throughout the year, including on weekends and in the evening. Other than attending JLM events, you may set your own flexible schedule for compiling photos and videos memorializing the year.

**WORK DESCRIPTION:**

Chair: \* **Serves on Communications Council**

- Committee:
- \* Attends and photographs or videos selected JLM events.
  - \* Downloads all photographs and videos onto JLM photo gallery.
  - \* Compiles photographs/videos that serve as the official record for the year, which becomes a part of the JLM archives.
  - \* Coordinates display/showing of photographs/videos commemorating the year at each GMM. Develops end-of-year display for Annual Meeting in May.
  - \* Works with JLM Journal, Advertising, and Public Relations Committees to provide video or photography services and content.
  - \* Helpful to own a professional grade digital camera.
  - \* Helpful to have some photography experience.

*Please note that the Photo/Video Journalists must own a good quality digital and video camera with ability to upload pictures to the Internet.*



**COMMUNITY COUNCIL**

**ASSOCIATED MARINE INSTITUTE (WINGS FL)**

VP 2009-10: Katie Lane-Arriola (katielanearriola@hotmail.com)

Co-Chair: Nicole Brown

Co-Chair: Colleen Kitchens

**JOB OPPORTUNITY:** TO SERVE AS CRUCIAL MENTORS AND POSITIVE ROLE MODELS TO THE 20 RESIDENTS WHO LIVE AT WINGS FL (WOMEN IN NEED OF GREATER STRENGTH FOR LIFE). THESE WOMEN ARE 14 -19 YEARS OLD JUVENILE OFFENDERS WHO ARE IN DIFFERENT STAGES OF PREGNANCY. VOLUNTEERS WILL CREATE AND IMPLEMENT A SERIES OF WORKSHOPS FOCUSED ON RELEVANT SUBJECTS SUCH AS PARENTING TIPS AND LIFE SKILLS DISCUSSIONS. IN ADDITION, MONTHLY GROUP FIELD TRIPS WILL PROVIDE CULTURAL OR EXPERIENTIAL OPPORTUNITIES FOR PROGRAM RESIDENTS.

**NUMBER OF PLACEMENTS:** Chairs: 2 (filled)  
Committee: 15-20

**TIME COMMITMENT:** Monthly workshop OR fieldtrip

**LOCATION:** JLM HQ for workshops and various locations for field trips.

**WORK DESCRIPTION:**

**Chair:**

- \* **Serves on Community Council**
- \* Coordinate monthly on-site workshops at JLM headquarters or arrange field trips

**Committee:**

- \* Tour the WINGS site
- \* Attend monthly workshops at JLM headquarters or fieldtrips
- \* Attend a mini training session with WINGS staff to better understand the needs of the WINGS residents



**COMMUNITY COUNCIL**

**CORAL GABLES COMMUNITY FOUNDATION**

VP 2009-10: Katie Lane-Arriola (katielane-arriola@hotmail.com)

Chair: Marcia Koo

**JOB OPPORTUNITY: TO HELP OLDER CORAL GABLES RESIDENTS  
REMAIN IN THEIR HOMES AS LONG AS POSSIBLE BY  
LAUNCHING THEIR "COMPANION" PROGRAM**

NUMBER OF PLACEMENTS: Chair: 1 (filled)  
Committee: 9-12

TIME COMMITMENT: Bi-monthly visits

LOCATION: Coral Gables area.

**WORK DESCRIPTION:**

Chairs:

- \* **Serve on Community Council.**

Committee:

- \* Visit elderly Coral Gables residents
- \* Meets monthly with committee members at the Coral Gables Community Foundation to prepare care packages.
- \* Visit specified CoralGables@HOME member in their home to deliver care package and read, play cards or just chat. Visits can be scheduled at the JLM member's convenience as long as it suits the CoralGables@HOME member.
- \* Report member needs to the CoralGables@Home staff.

## COMMUNITY COUNCIL

### DONE IN A DAY (DIAD)

VP 2009-10: Katie Lane-Arriola (katielane-arriola@hotmail.com)

Co-Chair: Elvira Larrain

Co-Chair: Sarah Knight

**JOB OPPORTUNITY:** TO PROVIDE THE MEMBERS OF JLM WITH PROJECTS THAT CAN BE DONE IN ONE DAY, BENEFITING A VARIETY OF COMMUNITY ORGANIZATIONS, PARTICULARLY IN JLM FOCUS AREAS.

**NUMBER OF PLACEMENTS:** Chairs: 2 (filled)  
Committee: 10-20

**TIME COMMITMENT:** The DIAD committee plans 2-3 projects per month September-May. Several committee meetings and 8-10 events are anticipated throughout the year. Most DIAD events are held on Saturdays in addition to some weeknight and weekday events. Time commitment is 3-6 hours per month of attendance at DIAD projects.

**WORK DESCRIPTION:**

Chair:

- \* **Serves on Community Council.**
- \* Coordinates and administers activities for DIAD programs including researching, developing, organizing, staffing and implementing events.
- \* Writes Journal articles, monthly summaries, reports and photographs committee activities.
- \* Maintains and reports attendance for committee members, actives & provisionals who attend any DIAD events.
- \* Sends monthly reminders and e-mails to committee members.

Committee:

- \* Participates in identifying, planning, and staffing DIAD events.
- \* Serves as lead coordinators for at least one event.
- \* Announces project and/or distributes flyers at general membership meetings to recruit volunteers and promote projects.
- \* Strong planning, communication, and marketing skills necessary.
- \* Attends at least 5 DIAD events.
- \* Requires ordering & purchasing materials for DIAD events. Approved expenses will be reimbursed.

## COMMUNITY COUNCIL

### INN TRANSITION NORTH

VP 2009-10: Katie Lane-Arriola (katielane.arriola@hotmail.com)

Co-Chair: Cecilia Slesnick

Co-Chair: Melissa Tolmach

**JOB OPPORTUNITY:** TO HELP WOMEN AND CHILDREN WHO ARE VICTIMS OF DOMESTIC VIOLENCE BREAK THE CYCLE OF VIOLENCE IN THEIR LIVES THROUGH ONE-ON-ONE MENTORING AND MONTHLY LIFE SKILLS EVENTS AND FAMILY ACTIVITIES. AS JLM'S FLAGSHIP PROJECT, ITN PROVIDES HOUSING AND RESOURCES TO WOMEN AND THEIR CHILDREN WHO ARE VICTIMS OF DOMESTIC VIOLENCE. RESIDENTS RECEIVE PERSONAL, VOCATIONAL AND FINANCIAL COUNSELING AS WELL AS CHILDCARE.

NUMBER OF PLACEMENTS: Chairs: 2 (filled)  
Committee: 20

TIME COMMITMENT: First Tuesday of each month 6:30 to 8:30 p.m. and 3rd Saturday or Sunday of each month in the afternoon (time may vary) from September through May. Also, weekly telephone contact with resident(s).

LOCATION: North Miami-Dade County, east of I-95. Address confidential.

#### WORK DESCRIPTION:

Chair: \* **Serves on Community Council.**

Committee:

Two tracks:

\* Homework Nights

- Tutors children at ITN on scheduled Tuesday nights, 6:30pm -8:00pm on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month
- Attend eight (8) homework nights.

\* Event Planning

- Plans (in groups) one of the weeknight life skills trainings and one weekend activity.
- Attends eight (8) events throughout the year.

## COMMUNITY COUNCIL

### INN TRANSITION SOUTH

VP 2009-10: Katie Lane-Arriola (katielanearriola@hotmail.com)

Co-Chair: Veronica Ramirez

Co-Chair: Helen Picard

**JOB OPPORTUNITY:** TO IMPLEMENT A PROGRAM FOR RESIDENTS AT JLM'S SIGNATURE PROJECT, HOUSING 50-55 FAMILIES THAT HAVE BEEN VICTIMS OF DOMESTIC VIOLENCE AND HOMELESSNESS. ORGANIZE MONTHLY PROGRAMS TO PROVIDE EDUCATIONAL & LEADERSHIP SUPPORT & LIFE SKILLS TRAINING TO HELP THE RESIDENTS ACHIEVE INDEPENDENT LIVING i.e. BUDGETING, HOUSEKEEPING, HYGIENE, HEALTHY COOKING, EMPLOYMENT OPPORTUNITIS & INTERVIEW PREPARATION, WOMEN'S HEALTH; SEPARATE & COMBINED PROGRAMS TO SUPPORT TEENS, CHILDREN, & INFANTS IN RESIDENCE.

**NUMBER OF PLACEMENTS:** Chairs: 2 (filled)  
Committee: 30

**TIME COMMITMENT:** One Saturday each month, September through May, typically 9:30am – 12:30p.m. but subject to change. Independent organization/preparation varies but may average an additional 5 hours per month per person.

**LOCATION:** South Dade area, west of Cutler Ridge Mall - easily accessible from US1 or the Florida Turnpike. Address confidential.

**WORK DESCRIPTION:**

Chair:

\* **Serves on Community Council.**

Committee:

- \* Works in small groups to coordinate 3 Saturday programs.
- \* Selects an additional area of interest: i.e. children's programming, mentoring, welcome baskets, school preparation, holiday gifts, community outreach, and resident communications coordinator.
- \* Organizes a Back to School Uniform Drive or purchases the uniforms with the committee's budget
- \* Organizes educational and/or entertainment activities and/or trips for the children of the residents.
- \* Participates in preparation of holiday gifts for residents.
- \* Attends each Saturday program.
- \* Opportunity to assist in development and implementation of a mentoring program for selected families in residence.



**COMMUNITY COUNCIL**

**STEP UP TO THE PLATE**

VP 2009-10: Katie Lane-Arriola (katielane.arriola@hotmail.com)

Chair: Kathleen Duran

Chair-Elect: Fernande Saintillis

Chair-Elect: Rose Dorsainville

**JOB OPPORTUNITY:** **TO IMPROVE FOOD LITERACY WITHIN OUR COMMUNITY THROUGH INTERACTIVE PROGRAMMING FOR GIRL SCOUTS AND MEMBER ADVOCACY PROGRAMS INCLUDING: "FAMILY DAY- A DAY TO EAT DINNER WITH YOUR CHILDREN", "TWO ANGRY MOMS" NATIONAL SCHOOL LUNCH-IN AND UNDERSTANDING FOOD STAMPS- TAKING THE "THRIFTY FOOD PLAN" CHALLENGE.**

**NUMBER OF PLACEMENTS:**

Chair: 1 (filled)  
Chair-Elects: 2 (filled)  
Committee: 11

**TIME COMMITMENT:**

Two volunteer teams will execute two (2) separate interactive programs. The first program will cover currently developed food literacy material for first-year participants. The second program will enable second-year participants to become healthy eating advocates within their school community. Each team will meet with Girl Scouts approximately twelve (12) times from September 2009 through May 2010 on Saturday mornings from approximately 9:00am – 12:00pm.

**LOCATION:**

Whole Foods Market, Lifestyle Center, 6701 Red Road, Coral Gables; Natural Bridge Elementary School, 1650 NE 141<sup>st</sup> Street, North Miami and a trip to the Redlands.

**WORK DESCRIPTION:**

Chair:

\* **Serves on Community Council**

Committee:

- \* Completes an orientation (June 2009)
- \* Attends a culinary training (August 2009)
- \* Participates in a minimum of nine (9) events during the year.
- \* Mentors and cooks with girl scouts for scheduled activities to aid in the improvements of food and nutrition literacy and culinary skills for each child.
- \* Ensures all supplies are on hand at each event.
- \* Sets up & cleans up each event.

## COMMUNITY COUNCIL

### SUNDARI FOUNDATION (PROJECT LIFT)

VP 2009-10: Katie Lane-Arriola (katielanearriola@hotmail.com)

Chair: Marcia Monserrat

Co-Chair:

**JOB OPPORTUNITY: TO WORK WITH THE SUNDARI FOUNDATION TO ASSIST WOMEN WHO HAVE SUCCESSFULLY COMPLETED THE PROGRAM AT THE LOTUS HOUSE IN TRANSITIONING TO THEIR NEW HOMES.**

NUMBER OF  
PLACEMENTS:

Chair: 1 (filled)  
Committee: 8

TIME COMMITMENT:

Preparation and planning may allow for some independent scheduling. Committee members must be available on Saturday mornings for moves. Moving teams will be given approximately one (1) week notice of the next scheduled move. Project proposal calls for an average of 2 moves per month, subject to variation. There will also be donation pick-ups which can occur on any day of the week, but are typically scheduled on the same day as the moves.

LOCATION:

The first meeting will occur at JLM headquarters. There will not be monthly committee meetings because of the time commitment required by the moves. If there is a need for a meeting, the location will be determined at that time. The moves are generally around the neighborhood where Lotus House is located (217 NW 15<sup>th</sup> Street, Miami) or within a 15-20 minute drive. Most moves begin at the committee's storage unit (515 NW 36<sup>th</sup> Street, Miami). The majority of the planning portion of this placement is done independently via e-mail.

WORK DESCRIPTION:

Chair:

\* **Serves on Community Council**

Committee:

- \* Coordinates donations of small furniture and furnishings.
- \* Purchases initial home supplies.
- \* Moves residents out of the Lotus House and into their new apartments.
- \* Delivers furniture and donations.
- \* Set-up and decorate apartments for residents.
- \* Committee members must be willing to take part in the physical activity of moving residents.

**COMMUNITY COUNCIL**

**THERAPY DOGS**

VP 2009-10: Katie Lane-Arriola (katielanearriola@hotmail.com)

Co-Chair: Robin Preston

Co-Chair: Heather Harris

**JOB OPPORTUNITY:** TO FACILITATE AND PLAN BI-MONTHLY PET THERAPY SESSIONS AMONG JLM MEMBERS, THEIR REGISTERED PETS, AND LOCAL CHILDREN AT MIAMI DADE PUBLIC LIBRARY LOCATIONS INCLUDING HOMESTEAD, PINECREST, LIBERTY CITY and MIAMI LAKES BRANCHES; TO ENHANCE READING SKILLS AND GENERATE CONFIDENCE IN CHILDREN K-12.

**NUMBER OF PLACEMENTS:** Chairs: 2 (filled)  
Committee: 12

**TIME COMMITMENT:** Twice a month on weekend mornings or weekday evenings September 2009 through June 2010. The committee will meet once over the summer and at the beginning of the year to plan for the bi-monthly visits.

**LOCATION:** Miami Dade Public Library locations, including Homestead, Liberty City and Miami Lakes branches. Other community locations as needed. You will be assigned to one location as a designated service team. Committee meetings may be held at JLM Headquarters.

**REQUIREMENTS:** **You MUST have a registered Therapy Dog to participate.** Verification of registration is due when you submit your placement request.

**WORK DESCRIPTION:**

Chair: \* **Serves on Community Council**

Committee: \* Attends a minimum of eight (8) visits over the year.  
\* Interacts with children struggling with reading with pet therapy dogs.



**DEVELOPMENT COUNCIL**

**ANNUAL CAMPAIGN**

VP 2009-10: Kim Sarkisian (ksarkisian@bellsouth.net)

Chair: TBD

**JOB OPPORTUNITY**

**LEAD THE LEAGUE'S ANNUAL GIVING CAMPAGNE.  
FLEXIBLE HOURS WITH WORK CONCENTRATED  
DURING THE SUMMER AND EARLY FALL.  
OPPORTUNITY TO DEVELOP CREATIVE FUND  
RAISING CAMPAIGNS.**

NUMBER OF  
PLACEMENTS:

Co-Chairs:           2  
Committee:           4

TIME COMMITMENT:  
LOCATION:

Committee meetings will be held at Headquarters.

WORK DESCRIPTION:  
Co-Chairs:

\* **Serve on Development Council.**

Committee:

- \* Work on JLM annual giving campaign.
- \* Work with the Fund Development Committee to develop a list of potential donors.
- \* Prepare solicitation letters and packages for potential donors.
- \* Develop relationships with potential and existing donors.
- \* Will become trained to approach potential donors for the League.

**DEVELOPMENT COUNCIL**

**FUND DEVELOPMENT**

VP 2009-2010: Kim Sarkisian (ksarkisian@bellsouth.net)

Chair: TBD

**JOB OPPORTUNITY:** TO RESEARCH NEW FUNDRAISING POSSIBILITIES; EVALUATE CURRENT FUNDRAISERS, AND TRACK FUNDRAISING TRENDS. TO IDENTIFY INDIVIDUAL, CORPORATE AND OTHER MAJOR DONORS FOR THE LEAGUES FUNDRAISING EFFORTS. TO DEVELOP/MAINTAIN FUND DEVELOPMENT PLAN IN CONJUNCTION WITH THE LEAGUE'S STRATEGIC PLAN.

**NUMBER OF PLACEMENTS:** Chair: 1  
Committee Members: 5

**TIME COMMITMENT:** Year round placement with few meetings.

**LOCATION:** Meetings at headquarters and/or event locations. Committee members can work from home/office on independent research.

**REQUIREMENTS:**

- \* Good evaluation/analysis skills, ability to find and utilize many resources
- \* Ability/desire to learn fundraising and fund development
- \* Good written, verbal and interpersonal skills
- \* Organized, open-minded, and good at keeping perspective
- \* Confidence in advocating on behalf of the League

**WORK DESCRIPTION:**  
Chair:

- \* **Serves on Development Council.**
- \* Maintains the new donor database
- \* Research data in the donor database and provide fundraising chairs with historical information on their event.
- \* Communicate with the fundraising chairs to approve potential sponsors before they are solicited.
- \* Research companies in Miami that would make a good fit for the League for fundraisers and Annual Campaign donors.
- \* Develop a list of potential sponsors for all of the upcoming fundraisers that year.
- \* Develop a system to ensure that all JLM Sponsors and donors are recognized with the appropriate thank you letters and tax letters.
- \* Develop a plan for the fundraising future of the League
- \* Manage the Fund Development application process.

## DEVELOPMENT COUNCIL

### GOLF TOURNAMENT

VP 2009-10: Kim Sarkisian (ksarkisian@bellsouth.net)

Co-Chair: Lauren Hunt

Co-Chair: Jane Bhatt

#### JOB OPPORTUNITY

**TO PLAN ANNUAL FALL GOLF TOURNAMENT OPEN TO THE COMMUNITY AND TO ALL FRIENDS OF THE JUNIOR LEAGUE OF MIAMI.**

#### NUMBER OF PLACEMENTS:

Co-Chairs: 2 (filled)

Committee: 15

#### TIME COMMITMENT:

Flexible time. Committee meets during the summer and tournament is held in October. Meetings will be held in the evenings. Committee members must attend committee meetings. Full day commitment on day of event by all committee members. All members will help with the set-up and breakdown of event.

#### LOCATION:

Committee meetings will be held at Headquarters.

#### WORK DESCRIPTION:

##### Co-Chairs:

- \* **Serves on Development Council.**
- \* Manages the data base of sponsors, players, in-kind donations.
- \* Oversees all aspects of planning & implementing of the tournament.

##### Committee:

- \* Knows golfers and has ideas for monetary and in-kind sponsors.
- \* Is willing to ask for money.
- \* Obtains monetary sponsors.
- \* Sells at least one (1) foursome, one hole sign and twenty (20) raffle tickets.
- \* Contacts previous years' players/sponsors.
- \* Solicits gift bag items and obtaining raffle prizes.
- \* Carries out various other duties associated with a fundraiser.
- \* Previous fundraising experience helpful.

**DEVELOPMENT COUNCIL**

**SHOPPING CARD**

VP 2009-10: Kim Sarkisian (ksarkisian@bellsouth.net)

Co-Chair: Amber Seidle-Lazo

Co-Chair: Luly Sixto Yero

**JOB OPPORTUNITY:** **TO RAISE MONEY AND CREATE AWARENESS OF THE JUNIOR LEAGUE OF MIAMI.**

<b>NUMBER OF PLACEMENTS:</b>	Co-Chairs:	2 (filled)
	Marketing sub-chair:	1
	Media sub-chair:	1
	Retail Liaison:	2
	Committee:	12

**TIME COMMITMENT:** Most of the work is done during the summer in order to distribute the cards in October. Approximately ten hours per month.

**LOCATION:** Must be willing to travel throughout Miami, visiting retailers. Can work from home and monthly meetings at Headquarters.

**REQUIREMENTS:**

- \* Must think "outside the box"
- \* Can-do attitude
- \* Experience with national retailers helpful
- \* Underwriting experience helpful
- \* Sales experience helpful
- \* Event planning experience helpful
- \* Good negotiation skills
- \* Ability to find/utilize many resources
- \* Good computer skills helpful
- \* Good writing skills helpful
- \* Must buy a shopping card

**WORK DESCRIPTION:**

Chair:

- \* **Serves on Development Council**
- \* Manages the data base of sponsors, inkind donations, participating stores and participants.
- \* Oversees all aspects of planning & implementing of the shopping card.

**DEVELOPMENT COUNCIL**

## **MIAMI MAGIC**

VP 2009-10: Kim Sarkisian (ksarkisian@bellsouth.net)

Co-Chair: Mari Novo

Co-Chair: Monica Fernandez-Valiente

**JOB OPPORTUNITY: TO PLAN AND IMPLEMENT AN EVENING EVENT HONORING THOSE WHO HAVE MADE "MIAMI MAGIC" - TO BE HELD IN THE FALL OF 2007.**

NUMBER OF PLACEMENTS: Co-Chairs: 2 (filled)  
Committee: 18-20

TIME COMMITMENT: Flexible, yet serious time commitment, with most work hours done during the two months prior to the event.

REQUIREMENTS:

- \* Committee members must be available to work late summer through the event date of fall 2009.
- \* Committee members must attend the event.
- \* Good organizational skills.
- \* Good people-management skills.
- \* Experience with the community and fundraising helpful.
- \* Event planning experience a plus but not required.
- \* Committee members must solicit underwriting and auction items.

WORK DESCRIPTION:  
Chair:

- \* **Serves on the Development Council**
- \* Manages the data base of sponsors, inkind donations, participants.
- \* Oversees all aspects of planning & implementing of the event.

Committee:

- \* This is a great committee for someone looking to work intensely in the fall on a fun and vibrant event that will hopefully raise a lot of funds for our projects, and then relax the rest of the year. Committee members will be given specific tasks (auction donations, coordinating written materials/publications, volunteers and site details coordination) to accomplish. The time commitment may vary depending on task.
- \* Must buy or sell a ticket to the party.



**MEMBERSHIP COUNCIL**

**MEETINGS AND HOSPITALITY**

VP 2009-10: Bibi Cruz-Ledon Sears (cruzie@aol.com)

Chair: Bonita Whytehead

Co-Chair: Sandy Nojaim

**JOB OPPORTUNITY: TO PLAN AND ORGANIZE GENERAL MEMBERSHIP AND AREA MEETINGS.**

NUMBER OF PLACEMENTS: Chair: 1 (filled)  
Committee: 8

TIME COMMITMENT: Attendance (arriving early and staying late) at general membership meetings. Meetings for holiday party and annual party.

LOCATION: Headquarters (am) and Temple Judea (pm)

REQUIREMENTS:

- \* Organizational and planning skills
- \* Creativity
- \* Event planning experience a plus but not a requirement.

WORK DESCRIPTION:

Chair: \*

Committee: \*

- Serves on Membership Council**
- Works with food and beverage vendor for meetings
- \* Plans the JLM Holiday Party and General Membership Meetings.
- \* Arranges for food/drink service for morning & evening meetings.
- \* Sets up/Puts away chairs/tables for food/sign-in area for morning meetings
- \* Works in conjunction with the Placement Committee to coordinate area meetings as needed.
- \* Formats, copies, and distributes meeting agendas and handouts.
- \* Organizes, sets up, and staffs the name tags/sign-in sheet table at meetings.
- \* Must participate and attend at least four (4) general membership meetings and one area meeting which includes providing agendas, assuring sign-in sheets are delivered to the meeting and then taken back to headquarters.
- \* Stand behind the food/beverage tables to pour drinks and make sure that items are re-stocked if necessary.

## MEMBERSHIP COUNCIL

### MEMBER EVENTS

VP 2009-10: Bibi Cruz-Ledon Sears (cruzie@aol.com)

Chair: Maria Maloof

**JOB OPPORTUNITY:** TO PLAN SOCIAL EVENTS FOR ACTIVE, PROVISIONAL, AND PROSPECTIVE MEMBERS IN ORDER TO BUILD A SENSE OF COMMUNITY AMONGST LEAGUE MEMBERS.

NUMBER OF PLACEMENTS: Chairs: 1 (filled)  
Committee: 2

TIME COMMITMENT: Four (4) to six (6) hours per month.

LOCATION: Varies from month to month, depending on event venue.

REQUIREMENTS:

- \* Creative
- \* Detailed oriented
- \* Comfortable organizing small and large social events
- \* Good mentor and motivator

**WORK DESCRIPTION:**

Chairs:

- \* **Serve on Membership Council.**
- \* Design and execute events.
- \* Oversee budget of events.
- \* Holds planning meetings with committee.

Committee:

- \* Participates in monthly social events.
- \* Follows up with venues.
- \* Assists with the details of social events.
- \* Handles sign-in at social events.
- \* Coordinates monthly social events.

## MEMBERSHIP COUNCIL

### MEMBERSHIP OUTREACH

VP 2009-10: Bibi Cruz-Ledon Sears (cruzie@aol.com)

Co-Chair: Meredith Aziz

Co-Chair: Aniella Gonzalez

**JOB OPPORTUNITY:** **TO COORDINATE THE RECRUITMENT OF AND FACILITATE THE APPLICATION PROCESS OF PROSPECTIVE MEMBERS OF THE JUNIOR LEAGUE.**

**NUMBER OF PLACEMENTS:** Chairs: 2 (filled)  
Committee: 9

**TIME COMMITMENT:** August through May, with commitment emphasis in the spring. Monthly weeknight committee meetings, attendance at recruitment events, and Spring Open Houses. Year-round personal and telephone contact with prospective members.

**LOCATION:** Varies.

**REQUIREMENTS:**

- \* Enthusiasm for JLM
- \* Knowledge of JLM structure and organization
- \* Interest in sharing the mission, vision and history of the organization
- \* Enjoy meeting new people and good interpersonal skills
- \* Good Mentor and Motivator
- \* Comfortable with public speaking a plus

**WORK DESCRIPTION:**

Chair:

- \* **Serves on Membership Council.**
- \* Plans Open Houses.
- \* Maintains database of prospective members.
- \* Tracks prospective member requirements.
- \* Recommends prospective members who have completed requirements to the Board to be voted into provisional status.
- \* Responsible for ensuring the continued diversity of our membership.

Committee:

- \* Participates in recruitment events.
- \* Maintains contact with prospective members assigned to them.
- \* Assists in the Open Houses.
- \* Participates in sponsor pool.

**MEMBERSHIP COUNCIL**

**PLACEMENT**

VP 2009-10: Bibi Cruz-Ledon Sears (cruzine@aol.com)

Chair: Vicky Hucks

Chair-Elect:

**JOB OPPORTUNITY:**                    **TO TRACK MEMBERS' FULFILLMENT OF REQUIREMENTS; TO ASSIST MEMBERS REGARDING STATUS OF MEMBERSHIP; TO EVALUATE EXISTING PLACEMENT OPPORTUNITIES AND PUBLISH PLACEMENT BULLETIN EACH YEAR; AND TO ASSIST IN PLACEMENT OF MEMBERS. SENDS MONTHLY UPDATES TO MEMBERS OF STATUS AND A FORMAL LETTER IN OCTOBER.**

**NUMBER OF PLACEMENTS:**            Chair:                    1 (filled)  
Chair-Elect:            1 (filled)  
Committee:             8-12

**TIME COMMITMENT:**            Attendance at general membership meetings throughout the year and placement interviews in April. Attendance at and assistance in coordination of area meetings held in Fall and Spring. Flexible hours for responding to members' questions regarding membership status and options, as well as other assignments given by chair and chair-elect. There is a concentration of committee work occurring in March - May of League year related to members' completion of membership requirements, the placement process, and members changing status (i.e., becoming sustainers) for following League year.

**LOCATION:**                            General membership meetings at Temple Judea and Headquarters and placement interviews at Headquarters.

**REQUIREMENTS**                    \* Working knowledge of placement requirements  
\* Customer service mannerism  
\* Solid organizational skills  
\* Ability to problem-solve in regards to placement issues

**WORK DESCRIPTION:**  
Chair:                                    \* **Serves on Membership Council & Board of Directors.**  
\* Works to place all active members in viable positions within the JLM structure prior to the start of the League year.

## **PLACEMENT CONTINUED**

- \* Tracks active member requirements and works with placement advisors to help members meet those requirements.
  - \* Maintains member requirements met in JLM database.
  - \* Coordinates the Superleaguer awards for general membership meetings.
- Chair-Elect:
- \* **Serves on Planning Council.**
  - \* Works to place all active members with placement advisors prior to the start of the League year.
  - \* Maintains make-up opportunities in JLM database.
  - \* Liaisons with Meetings & Hospitality Chair in order to facilitate area meetings.
  - \* Coordinates compilation of Placement Bulletin.
  - \* Assists Chair with duties.
- Committee:
- \* Focused responsibility will be to represent a designated number of active members throughout the year.
  - \* Maintains regular contact with actives regarding their status in regards to requirements, including monthly status updates mid-year reporting.
  - \* Attends general membership and area meetings when available to facilitate communication between the placement committee and membership.
  - \* Assists Placement Chair and Chair Elect with duties.
  - \* Greets members as they walk into the GMM's.



**PROVISIONAL CONTINUED**

Committee:

- \* Track provisional requirements and work with mentors to help provisionals meet those requirements.
- \* Recommend provisionals who have completed requirements to the Board to be voted into active status.
- \* Plans, coordinates, and implements one Provisional training session during the JLM year, September through May.
- \* Focused responsibility will be to mentor and encourage a designated number of provisionals throughout the year.
- \* Holds social activities/meetings with mentor groups.



**PLANNING COUNCIL**

**PROGRAM DEVELOPMENT**

VP 2008-09: Alise Johnson Henry (alise.johnson@ubs.com)

Co-Chair: Anita Uppaluri

Co-Chair: Lauren Dowlen

Grant Manager:

**JOB OPPORTUNITY:** **TO RESEARCH THE NEEDS OF THE COMMUNITY THROUGH FEEDBACK FROM CURRENT PROJECTS AND GRANTS; TO SOLICIT, DEVELOP AND RECOMMEND PROJECTS AND CASH GRANTS WITHIN THE JLM MISSION, FOCUS AREAS AND ACCORDING TO THE JLM STRATEGIC PLAN; AND TO OVERSEE THE EVALUATION PROCESS OF THE CASH GRANTS.**

NUMBER OF	Chairs:	2 (filled)
PLACEMENTS:	Grant Manager:	1
	Committee:	5

**TIME COMMITMENT:** This placement meets predominantly September through February. Members must have the ability to make and receive phone calls to/from community organizations during the day, **visit project and grant applicants as necessary** and must be able to meet on weeknights.

**LOCATION:** JLM Headquarters and visits to proposed applicants.

**REQUIREMENTS:**

- \* Willingness to learn about community needs and organizations
- \* Ability to interview outside organizations and critically assesses their abilities and needs
- \* Ability to critically analyze project and grant proposals

**WORK DESCRIPTION:**

Chair:

Committee:

- \* **Serves on Planning Council.**
- \* Evaluates current projects and grants and new project and grant proposals.
- \* Attends informational breakfast for community organizations, **all** proposal review and discussion sessions, project presentations and general membership meetings in which projects are presented for vote.
- \* Grant managers will additionally be tasked with evaluating grants and projects throughout the various stages of association with JLM.
- \* Visits project and grant applicants as necessary.
- \* Make and receive phone calls to/from community organizations