

Newcomers

Board Position Job Descriptions/Duties

If you are interested in assuming one of the Newcomers Board of Directors positions, the following will give you a brief overview of what is involved and required of each position. Note that each position can be filled as a husband and wife team if you wish to split or share duties with your spouse.

President:

- Presides over monthly Board Meetings (1-2 hour/month)
- Presides over monthly General Membership Meeting
- Arrange facility/location for holding General Membership and Board Meetings
- Write monthly newsletter to membership
- Signs all contracts and official documents of the Newcomers Club
- Ex-officio member of all Newcomer standing committees, except the Nominating Committee
- Approximate time per month required: 3-4 hours per month

Vice President:

- Attend monthly Board Meetings (1.5 hours)
- Attend monthly general membership meetings (2.5 hours)
- Assist in setting up tables and chairs for general membership meetings
- Create, print, and distribute agendas for monthly general membership meetings
- Create, print, and distribute new member introduction questions for monthly general membership meetings
- Check and test PA system for monthly membership meetings
- Recruit and schedule guest speakers for monthly general membership meetings
- Introduce guest speakers at monthly meetings
- Manage incoming requests from potential guest speakers
- Maintain historical records of past guest speakers
- Fill in for the President in his or her absence.
- Total approximate time commitment: 6-8 hours per month

Secretary:

- Attend monthly Board Meeting (1-2 hour/month)
- Handle all Newcomers Club correspondence
- Record and distribute minutes of monthly Board Meetings
- Approximate time per month required: 2-3 hours per month

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Treasurer:

- Attend monthly board meeting (1-2 hour/month)
- Manage club checking account (2 hours/month)
- Deposit club funds (dues & 50/50 raffle proceeds)
- Pay club bills and reconcile monthly account statement
- Prepare monthly treasurer's report ahead of meeting (< 1 hour/month)
- Conduct 50/50 raffle at general membership meeting
- Appoint and participate in annual audit of Newcomers financial records
- Approximate time per month required: 2-3 hours per month

Membership:

- Attend monthly Board Meeting (1-2 hour/month)
- Keeps & maintains the Newcomers database with additions and corrections throughout the year.
 - Laptop or computer to maintain membership records
 - Basic knowledge of Microsoft Excel is necessary.
- Prepares monthly membership report and presents at Board meeting.
- Sends copy of roster, and new members word report monthly to the Communications Director for newsletter distribution.
- Prints name tags and distributes at monthly meetings.
- Prints name tags for those attending the Holiday Party and Spring Party.
- Responsible for creating & commercial printing of annual directory/yearbook of NCNB, which is distributed in January
- Approximate time per month required: 2-3 hours per month

Communications Director & Webmaster: [\(detailed specifications\)](#)

Responsibilities:

- Attend monthly Board Meeting (1-2 hour/month)
- Solicit Activity Leader's input for the newsletter.
- Update WEB Site with new scheduling information and descriptions of the current month's activities (including pictures if provided).
- Update next month's newsletter with Board and activity leader input.
- Maintain email distribution lists in coordination with the membership director.
- Coordinates information with Alumni Newsletter editor on overlapping activities.
- Maintains and updates Facebook site – Newcomers Club of New Bern

Resources:

- Computer system with Browser, HTML editor (several free ones are available), and FTP file uploads (FileZilla is a free one used).
- Approximate time per month required: approximately **24** hours per month spread mostly over the last half of the month updating the WEB site and preparing the newsletter.

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Social Director:

- Attend monthly Board Meeting (1-2 hour/month)
- Contact prospective new members on a monthly basis and invite to join us at the next Newcomers monthly general meeting. List is supplied monthly from Sandie Swigart. Time approximately one (1) hour per month
- Monthly purchase supplies (water/table cloths/set-ups) for next General meeting
- Set up snack and water table for each General Meeting - 30 minutes
- Coordinate and plan two key Social Events – December Holiday Social and Spring Year End Social. Total approximately 12 hours over a couple months – involves selection of site, catering and menu, DJ and advertising events. Spring Social is our event to do each year while we rotate December Holiday Social with Alumni (2015 is Newcomers' turn for planning)
- Approximate time per month required: 2.5 to 3 hours plus coordination time of holiday social and year end social.

Activity Chair

- Attend monthly Board Meeting (1-2 hour/month)
- Organize and coordinate Newcomer Activity Groups
 - Each activity is responsible for finding their own activity leader.
 - Average time per month is about an hour or less; with a little more at the beginning of the year
- Represents the interest of all the activities.
- Assists members who want to start a new activity
- Create and maintain original electronic files for all individual activity group wall posters
- As needed, arrange for new/updated activity group posters to be printed
- Hang activity group posters on wall before the start of each general membership meeting; remove and care for posters after the meeting
- Assist with/supervise the set-up of activity group tables for monthly general membership meetings.
- Approximate time per month required: 3-4 hours per month