

# Newcomers Club of New Bern

## Board Responsibilities

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### **President:**

- Presides over monthly Board Meetings and General Membership Meetings
- Arranges facility/location for holding General Membership and Board Meetings
- Writes the President's Note for the 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 total time required: 4-6 hours per month

### **Vice President:**

- Attends monthly Board Meetings and General Membership Meetings
- Fills in for the President in his or her absence
- Recruits and schedules guest speakers for monthly General Membership Meetings
- Introduces guest speakers at monthly General Membership Meetings
- Manages incoming requests from potential guest speakers
- Maintains historical records of past guest speakers
- Sets up and tests PA system and A/V system (PowerPoint) for monthly General Membership Meetings
- Assists in setting up tables and chairs for General Membership Meetings
- Creates, prints, and distributes agendas for monthly General Membership Meetings (optional)
- Creates, prints, and distributes new member introduction questions for monthly general membership meetings
- Introduces new members at the monthly General Membership Meetings
- Approximate total time required: 6-8 hours per month

### **Secretary:**

- Attends monthly Board Meetings and General Membership Meetings
- Handles all Newcomers Club correspondence
- Records and distributes minutes of monthly Board Meetings
- Solicits inputs from Board Members for the monthly newsletter. Assembles newsletter and sends to Communications Director for distribution to the membership.
- Approximate total time required: 2-6 hours per month

### **Treasurer:**

- Attends monthly Board Meetings and General Membership Meetings
- Prepares and presents the annual budget to the Board in August.
- Manages club checking account
- Deposits club funds (dues & 50/50 raffle proceeds)
- Pays club bills and reconciles monthly account statement

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- Prepares monthly treasurer's report ahead of meeting
  - Conducts 50/50 raffle at general membership meeting
  - Appoints and participates in annual review of Newcomers financial records
  - Prepares annual year-end financial report in June
  - Checks P.O. Box bi-weekly
  - Emails financials to Board prior to Board meetings
  - Balances checkbook each month
  - Prepares budget for the following year in April
  - Prepares annual financial review when transferring duties to Incoming Treasurer
  - Files a 990EZ form with the IRS in September
  - Visits bank with Incoming Treasurer to transfer name and contact info on account and ensure that correct mailing address is established for ordering new checks and deposit slips
  - Approximate total time required: 5 hours per month
- Must have a computer/laptop and basic knowledge of Microsoft Excel and Word to perform the duties

### **Membership Director:**

- Attends monthly Board Meetings and General Membership Meetings
  - Provides input to the Treasurer for the yearly projected budget
  - Prepares monthly membership report and presents at monthly Board Meetings
  - Ensures all active members have name badges
  - Ensures all Board Members and Activity Directors have name badges
  - Helps set-up room for the monthly meetings
  - Set-up name tags at beginning of the monthly meetings and collects name tags at the end of monthly meetings
  - Processes New Newcomers Memberships at the monthly meetings along with applications that are mailed
  - Answers questions regarding memberships at monthly meetings along with question received by email
  - Keeps and maintains the Newcomers Membership database with additions/corrections throughout the year
  - Provides the Communications Director with up-to-date email addresses for all active members
  - Assembles for commercial printing the annual Newcomers Directory, which is distributed at the January monthly meeting
  - Approximate total time required: 2-4 hours per month
- Must have a computer/laptop to be able to maintain Membership Data Base
- Must have basic knowledge of Microsoft Excel and Word to perform the duties

### **Communications Director & Webmaster:**

- Attends monthly Board Meetings and General Membership Meetings

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- Maintains website code repository including backups
  - Updates Website with new scheduling information and descriptions of the current month's activities (including pictures if provided).
  - Distributes the monthly newsletter via email and posts on Website.
  - Maintains email distribution lists in coordination with the Membership Director.
  - Maintains and updates Facebook site – Newcomers Club of New Bern
  - Sends welcome email to new members
  - Sends General Meeting reminder email first Thursday of the month
  - Updates Google calendar used on site
  - Emails membership as needed with ad hoc messages
  - Maintains Facebook roles as needed (activity leaders, etc.)
  - Monitors Facebook site for appropriateness of posts
  - Maintains system documentation for handoff to successor
  - Transitions code and processes to successor
  - Transitions website, email, FTP login info to successor
  - Approximate total time required: 10-12 hours per month
- Resources should include multiple browsers (Safari, Internet Explorer, Firefox, Mozilla, etc.), used to test the site changes. Ideally, need a smartphone and tablet to test.
- Must have access to computer with Browser, HTML editor (several free ones are available), and FTP file uploads (e.g., FileZilla).

### **Social Director:**

- Attends monthly Board Meetings and General Membership Meetings
- Monthly purchase supplies (water/table cloths/set-ups) for next General Membership Meeting
- Sets up snack and water table for each General Membership Meeting
- Coordinates and plans two key Social Events – December Holiday Social and Spring Year End Social. 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 Group.
- Approximate total time required: 2.5 to 3 hours per month, plus coordination time of Holiday Social and Spring Social.

### **Activity Director:**

- Attends monthly Board Meetings and General Membership Meetings
- Organize and coordinate Newcomer Activity Groups. Each activity is responsible for finding their own activity leader
- Represents the interest of all the activity groups.
- Assists members who want to start a new activity group
- Create and maintain original electronic files for each activity group wall poster
- As needed, arrange for new/updated activity group posters to be printed

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- 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
- Communicates monthly activity schedule to Communications Director for calendar updates
- Periodically assess the capacity of each activity group and take steps to expand a group when it exceeds 85% capacity
- Approximate total time required: 4-6 hours per month