

Newcomers Club of New Bern Board Responsibilities

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
- Creates, prints, and distributes agendas for monthly General Membership Meetings (optional)
- Signs all contracts and official documents of the Newcomers Club
- Introduces new members at the monthly General Membership Meetings
- Introduces guest speakers at monthly General Membership Meetings
- 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
- 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
- *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 1
- 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
- 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
- Coordinates and plans two key Social Events – December Holiday Social and Spring Year End Social. Involves selection of site, caterer and menu, DJ, event theme, decorations as well as advertising and collection reservation forms and payment
- The Spring Social is the Newcomers event to do each year while the December Holiday Social with Alumni Group is rotated each year
- *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
- Assist with/supervise the set-up of activity group tables for monthly General Membership Meetings
- Coordinates with activity leaders and communications director to ensure calendar and activity web pages are kept up to date. Provides information to Communications Director as requested/needed
- Maintain email list of activity leaders and maintain regular two-way communications, including relaying information from Board Meetings, updates on activity events, web updates, and changes in group leadership
- Prepare monthly activity update and send to Communications Director for distribution to membership and posting on web page
- Collect sign-up lists for activity groups at end of general meeting and distribute to activity leaders
- Work with activity leaders to gain input regarding the capacity of each group and take steps to expand a group when needed
- *Approximate total time required: 4-6 hours per month*