

Newcomers Board of Directors Job Descriptions

President

The President will:

- Provide leadership to the organization.
- Conduct the monthly Board meeting.
- Create an operational plan, including a budget, for the club and submit it to the Board for approval.
- Work with the Board members to implement the plan and meet membership and financial goals.
- Preside at the monthly General Mixer.
- Help to create new activities and programs to meet the needs of the membership.
- Represent Newcomers to the local community.

Executive Vice President

The Executive VP will:

- Fill in for the President whenever she/he is not available including conducting the Board Meetings and presiding at the General Meeting/Mixers and Social Events
- Assist President in whatever duties are assigned.
- Be able to organize meetings, be reliable and detail-oriented with creative ideas to theme overall social activities:
- Create and oversee the organization of an annual events program of General Meeting/Mixers for the members. (Four or five meeting events throughout the year)
- Work closely with the Vice President for Social Events to assist in planning and execution.

Vice President for Social Events

The Social Events VP will:

- Be responsible for planning and executing four social events throughout the year (September kickoff, Holiday party, February dance and May event)
- Work closely with the Executive Vice President to assist in planning and execution.
- Be able to organize meetings, be reliable and detail-oriented with creative ideas to theme overall social activities:

Vice President in Charge of Activities

The Activities VP will:

- Have direct responsibility for the special interest activities of Newcomers.
- Recruit Activity Chairs for each Activity, create new programs to meet the needs of the members, stimulate ideas for new events, and make certain the Activity Chairs are briefed on their responsibilities.
- Organize whatever support the Activity Chairs need to hold their meetings or promote more attendance, coordinate the scheduling of activities so that they are not all on the same day/time, and be the direct liaison between the Board and the Activity Chairs.

- Be organized and able to follow through with the Activity Chairs, and able to come up with new special interest activities. All Activity Chairs report to the VP Activities for direction and support.

Vice President in Charge of Membership

The Membership VP will:

- Recruit a membership team to generate and support new members by publicizing Newcomers. The Membership team will include the Members Database Manager, Members Support Manager and whatever other persons designated by the VP.
- Design, create and distribute new-member promotional materials.
- Process all new applications, and turn all dues over to the Treasurer.
- Maintain the membership database, and provide regular, current copies to the Vice President for Communications.
- Be responsible for the new members support program which includes creating and mailing a New member Welcome Packet including welcome letter, Membership Directory, recent Newsletters and other materials. The team will also welcome new members with a telephone call and an invitation to a twice-yearly New Members party organized by the team.
- Update, print and distribute the Directory as soon as is possible after the September registrations are complete.
- Support and conduct the monthly First Monday New Newcomers recruiting meetings held at Spice Street.
- Survey the membership once year in cooperation with the Communications team and report the results to the Board with recommendations for action.

Vice President in Charge of Communications

The Communications VP will:

- Create and distribute all communications with club members including:
 - Nine monthly Newsletters from September to May,
 - Evite invitations and emails to members
 - The Club calendar
 - Management of the club website including monthly updates and annual revision.
- Recruit and manage a communications team which may include:
 - Newsletter Editor who will edit, layout and produce the newsletter electronically, to include articles to be submitted by the activity chairs
 - Evite Manager, to send out Evite invitations for club functions
 - Website Manager responsible for the editing and updating of the website

Secretary

The Secretary will:

- Obtain input from all Board members and prepare an agenda for each monthly Board meeting.
- Prepare and distribute the Minutes of each Board meeting.
- Be available to provide assistance to the President

Treasurer

The Treasurer will:

- Prepare a monthly statement of position for review at the Board meetings
- Maintaining all financial records
- Work directly with the President to create an annual budget with revisions when necessary
- Maintain the Newcomers bank account, including the depositing of dues, payment of approved invoices and maintenance of a prudent reserve.
- Review of all potential Board actions that will impact either revenue or expense.