



Job Responsibilities Addendum - Executive Board

TERMS:

Terms used in this Job Responsibilities Addendum are defined in the Cary Newcomers Club Bylaws, Article II.

EXECUTIVE BOARD MEMBER COMMON RESPONSIBILITIES:

The seven Executive Board members are responsible for the following in addition to the expectation that they will attend monthly Executive Board Meetings:

1. Attend monthly General Meetings and provide information of interest to the membership at meetings, including sign-up sheets as necessary.
2. Arrive at least 30 minutes prior to each General Meeting to help set up facility for meeting.
3. Ensure the meeting facility is returned to its original condition after each General Meeting.
4. Include President in all meetings, events and correspondence. See Bylaws.
5. Attend General Board Meetings called by the President.
6. Submit news items to the Newsletter Chair and Webmaster by the Newsletter deadline.
7. Attend at least one Chat-A-Wyle annually.
8. Provide your replacement with a complete job description, including any notebooks, spreadsheets and/or office-related items, no later than the first General Meeting of the new fiscal year. Coordinate closely with incoming Board Members during new membership year transition and dues renewal drive.
9. Coordinate a budget request with your replacement to be submitted to the Chairperson of the Finance Committee no later than the 10th day of the fiscal year.

PRESIDENT

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Creates agenda for and presides at all monthly General Meetings, Executive Board meetings, and General Board meetings.
3. Ensures that all Standing Committees are appointed and functioning in a timely fashion; becomes familiar with job responsibilities of all Standing Committees as written in JRA – Standing Committees.
4. Retains Club's legal/important documents in a separate, labeled file box, including but not limited to, the Insurance Policy and Renewals, Articles of Incorporation, Non-Profit Status Papers, asset registrations and warranties, current Bylaws and Bylaws Committee binder, current JRAs, and current copies of all guidelines and forms.
5. Completes and files appropriate State of North Carolina forms by the required due date including but not limited to change of President and address (Form N-12 Non-Profit Corporation Statement of Change of Principal).
6. Signs legal documents, as required, on behalf of the Club. See Bylaws.
7. Retains Club's historical documents.
8. Assumes responsibility for operating the Club according to the Club's priorities as listed in Bylaws ARTICLE XIII Section 1.
9. Creates Ad Hoc Committees and appoints members as needed, with approval of the Executive Board, to facilitate specific purposes and objectives of CNC. These may include but are not limited to those listed on the JRA – Ad Hoc Committees. See Bylaws. Dismisses Ad Hoc Committees when they are no longer needed.
10. Serves on the Finance Committee and acts as an ex-officio member of all Standing and Ad Hoc Committees, with the exception of the Nominating Committee.
11. Meets with facility representatives to arrange for the use of the General Meeting room and to ensure all facility usage guidelines are met.
12. Coordinates closely with the President-elect to ensure a smooth transition.

1ST VICE PRESIDENT - PROGRAM

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Assumes the position of President in her absence or resignation from that position. See Bylaws.
3. Oversees plans for each month's meetings, even when the program is provided by another committee or part of CNC, ensuring that the program runs smoothly.
4. Creates a Program Committee, if necessary, to assist in implementing all responsibilities.
5. Contacts each month's Speaker via email or letter and, if applicable, meets with the Speaker prior to the monthly meeting. Provides Speaker with a copy of the Speaker Guidelines.
6. Sends "thank you" to the Speaker after the monthly General Meeting.
7. Furnishes information for the upcoming program to the Newsletter Chair, Webmaster, and Publicity Chair by the newsletter deadline. Obtains a business card-size ad from General Meeting Speakers and forwards to the Newsletter Chair. As a courtesy, Program Speakers are offered one free business card-size ad for one edition of the Newsletter.
8. Arranges for set up and clean up of the meeting facility, as necessary.
9. Brings and sets up CNC sound system to each meeting.
10. Introduces the Speaker at each General Meeting.
11. Schedules the Speaker for the first General Meeting after new Executive Board takes over and works with 1st VP-elect - Program on completion of items listed in #7 above to ensure a smooth transition.
12. Acts as the Executive Board liaison with Hospitality and assists in the development of the annual budget for projected Hospitality expenses.
13. Coordinates with the Special Interests Chair to ensure Special Interests activity signup sheets are available at each General Meeting.
14. Coordinates closely with the 1st VP-elect -Program to ensure a smooth transition.

2ND VICE PRESIDENT – MEMBERSHIP

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Maintains the master membership database and immediately provides member contact changes and new member information to the Newsletter Chair, President, Sunshine Committee and Webmaster.
3. Provides name tags to new members, yearly to renewing members, and replacement name tags upon request. Provides a copy of the Membership Directory, if available, to all new members.
4. Coordinates evening or weekend events for new members. New member events will be hosted by the Executive Board as often as necessary, but at least semi-annually.
5. Collects dues, records membership in the master membership database and forwards dues to the Treasurer.
6. Arranges for the pick-up of a donated gift to be presented to one of the new members at the monthly General Meetings.
7. Coordinates with 3rd VP - Communications regarding updates/changes of Club's promotional materials as needed.
8. Coordinates the Membership Team which may include, but is not limited to, Greeters, Buddies, Membership Enrollment, Chat-A-Wyle, and Sunshine.
9. Coordinates with 3rd VP - Communications in producing the annual Membership Directory and any online revised Directories published on the Club's Members Only website. Retains one hard copy of each previous Membership Directory.
10. Introduces new members and guests at the General Meetings.
11. Possesses one of the two Post Office Box keys. Coordinates with Treasurer to check PO Box at least twice each month. Researches returned newsletters to correct addresses or remove members who have moved out of the area and notifies the Newsletter Chair of changes.
12. Coordinates the membership renewal drive and ensures all renewal and non-renewal information is provided to the Newsletter Chair and Webmaster in a timely manner.
13. Handles correspondence with potential new members who email with inquiries.
14. Proposes the annual Funds Allocation for Membership including, but not limited to, projected costs associated with the Membership Directory and membership brochures.
15. Coordinates closely with the 2nd VP-elect - Membership to ensure a smooth transition.

3RD VICE PRESIDENT - COMMUNICATIONS

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Coordinates all Club communications through delegation to, and responsibility for, the following Standing Committees which will comprise the Communications Team: Newsletter Chair, Webmaster, Publicity, and Advertising.
3. Ensures that all communications are coordinated to optimize promotion of the Club's purpose, values and exposure to Cary and surrounding communities.
4. Ensures that all Club members have access to information about planned Club events, as well as timely notification of changes/cancellations/additions.
5. Oversees the creation, distribution and updating of the Club's Membership Directory by the Newsletter Chair and Webmaster, based on information provided by the 2nd VP - Membership..
6. Proposes the annual Funds Allocation for Club communications including, but not limited to, projected costs associated with the Newsletter, Directory, Website hosting, Publicity brochures and paid advertising, and revenue projections for Advertising income.
7. Retains Club software and associated licenses used by the Communications Team.
8. Maintains Club's supply of internal and external promotional materials.
9. Coordinates closely with 3rd VP-elect - Communications to ensure a smooth transition.
10. Retains one digital or hard copy of each of the Club's past newsletters and retains the Club's most current electronic logo and letterhead.

TREASURER

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Chairs the Finance Committee and publishes the Funds Allocation Report.
3. Administers the day-to-day finances, pays bills, deposits all money from the dues and fundraisers, balances the checking accounts and records all transactions. Maintains a separate bank account for all money collected for and distributed to the Club's annual charity.
4. Presents a written Treasurer's report at each Executive Board meeting.
5. Presents a written Proposed Funds Allocation Report for approval at a General Business Meeting to be held at the discretion of the Executive Board.
6. Monitors the Funds Allocation to ensure that Committee/Officer budgets are not exceeded.

7. Maintains financial forms, including receipts, for a period of not less than seven years.
8. Possesses one of the two Post Office Box keys. Coordinates with 2nd VP - Membership to check PO Box at least twice each month.
9. Completes and files IRS forms as required by law by the required due date.
10. Provides data to Audit Committee.
11. Coordinates closely with Treasurer-elect to ensure a smooth transition.

SECRETARY

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Records minutes of the Executive and General Board meetings, and the General Business Meetings, and distributes copies of these minutes as appropriate.
3. Notifies General Board members of upcoming meetings - time, date, location, and directions.
4. Handles Club's correspondence as requested.
5. Maintains records/books in which minutes, committee reports, etc. are entered with any amendments to these documents properly recorded, and has the current records available upon request.
6. Coordinates and facilitates any correspondence from other Executive Board members or committees, as needed.
7. Coordinates closely with the Secretary-elect to ensure a smooth transition.

PARLIAMENTARIAN

1. Fulfills the duties listed in the Executive Board Member Common Responsibilities.
2. Ensures all meetings (Executive Board, General Board, and General Business) are governed according to the Club's governing priorities (Bylaws ARTICLE XIII Section 1):
 - (a) Club's Articles of Incorporation as filed with the NC Secretary of State (1997)
 - (b) Club's Bylaws
 - (c) All Addenda to Club's Bylaws
 - (d) RONR current edition.
3. Serves as special advisor to the President and Executive Board, as needed.

4. Coordinates annual review of Job Responsibilities Addenda (JRA) of the Executive Board, Standing Committees and Ad Hoc Committees and updates as needed with the approval of the General Board. Provides updated JRA to Webmaster and Executive Board.
5. When an Ad Hoc Bylaws Committee is not convened, acts as the contact for suggested Bylaws revisions from the Club's members and brings the suggestions to the Executive Board for review.
6. Coordinates closely with the Parliamentarian-elect to ensure a smooth transition.