



Job Responsibilities Addendum – Standing Committees

Per the Club's Bylaws, the General Board is comprised of the Executive Board and Chairpersons of the Standing Committees. The Standing Committees of Cary Newcomers Club are designated by the Executive Board and currently include Advertising, Charity, Newsletter, Publicity, Social Events, Special Interests, and Webmaster. Each Standing Committee has one vote on the General Board.

TERMS:

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

STANDING COMMITTEE CHAIR COMMON RESPONSIBILITIES:

The Standing Committee Chairs are responsible for the following, in addition to the specific duties listed for their individual positions:

- 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 all General Board Meetings called by the President. Attend Executive Board Meetings per the President's request, or as necessary.
- 6) Reply promptly when a vote of the General Board is requested.

- 7) Submit news items pertaining to your Committee to the Newsletter Chair, Special Interest Chair, and Webmaster by the Newsletter deadline.
- 8) Try to attend at least one Chat-A-Wyle annually.
- 9) 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.
- 10) Coordinate a Funds Allocation request, if applicable, with your replacement to be submitted to the Chair of the Finance Committee no later than the 10th day of the fiscal year.
- 11) Recruit and/or coordinate as many subcommittees as needed to fulfill the responsibilities of the position. Any guidelines developed and/or revised for operating each Standing Committee position should be submitted to the Parliamentarian for Executive Board approval prior to implementation.
- 12) Ensure all activities reflect the Purpose of the Club.
- 13) Ensure that all participants in the Club's activities are current in their dues.
- 14) Prepare and submit written proposals for all requests for donations from the membership or community to the Executive Board for approval.

In addition to the above duties, the responsibilities for each of the Standing Committee Chairs are outlined on the following pages.

Advertising Chair:

- 1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.
- 2) Coordinates with the 3rd VP – Communications to generate advertising revenue for the Club through solicitation of Newsletter advertisements.
- 3) Collects payments for Newsletter ads and forwards funds to the Club's Treasurer.
- 4) Obtains artwork from advertisers for paid Newsletter ads and coordinates ads with the Newsletter Chair.
- 5) Coordinates with 3rd VP – Communications and the Publicity Chair on creation of any ad hoc advertising the Club may deem appropriate in community newspapers, advertising circulars, etc. as approved by the Executive Board.
- 6) Assists the 3rd VP – Communications with preparation of the annual Funds Allocation proposal as it pertains to anticipated future advertising revenue projections and expenses.

Charity Chair:

- 1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.
- 2) Researches and recommends a single charity for the fiscal year to the General Board. Presents the charity endorsed by the General Board to the General Membership for approval.
- 3) Plans and conducts fundraising events or activities to provide charitable donations for the selected charity.
- 4) Works with Treasurer to manage all Charity funds.
- 5) Coordinates with Social Events Chair on at least one event.
- 6) Coordinates with Publicity Chair on articles to be sent to local newspapers regarding fundraising events, if applicable.
- 7) Reports information at General Meetings as requested by the President.
- 8) Presents and submits written proposals on official Club forms for Charity functions to the Executive Board for approval.

Newsletter Chair:

- 1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.
- 2) Coordinates with the 3rd VP – Communications on all aspects of the Club's printed communications products.
- 3) Establishes and communicates a Newsletter deadline for monthly submission of all information to be included in the Newsletter. Creates printer-ready documents for the Club's ten annual Newsletters using only Club-approved software. Submits Newsletters to the printer in a timely manner to ensure members receive their copies at least one week prior to the next General Meeting. The Club creates ten editions of the Newsletter annually, including a double issue for December/January and a double issue for June/July.
- 4) Prepares a monthly calendar of events for inclusion in the Club's Newsletter.
- 5) Forwards a digital copy of the Newsletter to all Club members who have an email address.
- 6) Coordinates all activities needed to ensure timely distribution of the Newsletters including, but not limited to:
 - (a) Ensures that the membership mailing list is updated with all new member information and address changes for existing members. Picks up completed Newsletter from the printer, affixes mailing tabs, and mails.

(b) Coordinates with Advertising and Publicity Chairs regarding Newsletter advertisements and notifications to local newspapers/community websites.

(c) Ensures adequate funds are on deposit with the U.S. Postal Service to cover the cost of bulk mailing the Newsletter. Prepares Request for Disbursement form for the Treasurer, as needed, to replenish the mailing fund.

(d) Formats ads received from the Advertising Chair as needed.

(e) Obtains artwork from 1st VP – Program for a courtesy business-sized ad from the General Meeting guest speaker (if appropriate) prior to the final Newsletter deadline. This ad will run in one issue of the Club Newsletter as a thank you to our speaker.

(f) Obtains member birthdays from 2nd VP – Membership for inclusion in monthly Newsletter.

(g) Coordinates with Treasurer to ensure payments from advertisers for new and renewal ads are current before inclusion in the Newsletter.

7) Coordinates with 2nd VP – Membership to create the annual Membership Directory. Works with the printer to print and distribute annual Membership Directory. Provides a copy to the Webmaster for posting on the “Members Only” web site. Updates the Membership Directory with member changes/additions, as appropriate, and forwards revised Membership Directory to Webmaster for posting.

8) Coordinates with the 3rd VP – Communications to create and coordinate printing of all miscellaneous Club communication documents including, but not limited to, business cards, membership brochures, publicity brochures, certificates of appreciation, note cards, letterhead, etc. Maintains a digital copy of all Club documents for use by the Executive Board.

9) Assists the 3rd VP – Communications with preparation of the annual Funds Allocation proposal as it pertains to anticipated future Newsletter, Membership Directory, and other printing expenses.

Publicity Chair:

1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.

2) Coordinates with the 3rd VP – Communications to generate publicity for the Club.

3) Informs media of monthly General Meetings and newsworthy Club activities, as approved by the Executive Board.

4) Oversees Club’s promotional material, making changes as necessary for 2nd VP – Membership use.

5) Maintains a supply of Club promotional materials for distribution throughout the community and updates as appropriate in coordination with the 2nd VP – Membership and 3rd VP- Communications.

6) Coordinates with 3rd VP - Communications and Advertising Chair regarding creation of Club ad hoc advertisements for placement in community newspapers, advertising circulars, etc. as approved by the Executive Board.

7) Ensures that two or more “Welcome” signs are displayed at monthly General Meetings. (Here’s the welcome sign responsibility in the current JRAs. Should it remain here?)

8) Assists the 3rd VP – Communications with preparation of the annual Funds Allocation proposal as it pertains to anticipated future publicity expenses.

Social Events Chair:

1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.

2) Organizes a Social Events committee that should include at least three members.

3) Organizes an annual social event in December/January.

4) Coordinates with Charity Chair on at least one social event.

5) For each event or activity:

(a) Prepares and presents written proposal on official Club form to the Executive Board for approval prior to any financial commitment.

(b) Coordinates date with the Executive Board to avoid conflict with other Club activities/events.

(c) Ensures that all events are self supporting. Funds needed to make reservations for any proposed activity may be advanced. However, if ticket sales sufficient to cover advanced funds are not collected before the refundable cancellation date, the activity shall be cancelled. In that circumstance all advanced funds will be returned to the Club’s treasury and ticket receipts shall be refunded.

(d) Works with Treasurer to manage all Social Events funds.

(e) Ensures that no event shows a profit. All funds collected must be used for intended event. No carry over is allowed.

(f) Ensures that no event carries a sponsor unless approved by the Executive Board prior to commitment.

(g) Ensures that there is no conflict of interest. Any corporate transaction in which a Social Events committee member or General Board member has a direct or indirect interest must be authorized, approved, or ratified in good faith, by a majority, not less than two, of the Executive Board members who have no direct or indirect interest in the

transaction even though less than a quorum; provided, however, no such transaction shall be authorized, approved or ratified by a single Executive Board member. For purposes of this section, an Executive Board member has an indirect interest in a transaction if:

(1) another entity in which he has a material financial interest or in which he is a general partner is a party to the transaction; or

(2) another entity, of which he is a director, officer, or trustee, is a party to the transaction and the transaction is or should be considered by the Executive Board.

(h) Ensures that events are held at a venue with capacity allowance for a majority of the Club membership.

(i) Informs Publicity Chair, Newsletter Chair, Special Interests Chair and Webmaster of upcoming approved events/activities.

(j) Submits official Club post-event form to recap event or activity to the Executive Board.

Special Interests Chair:

1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.

2) Oversees the function of the Special Interest (SI) activity coordinators.

(a) Provides sign-up sheets for SI activities and helps answer questions at General Meetings.

(b) Works with Newsletter Chair and Webmaster to promote and announce SI activities to members.

(c) Ensures that the SI activity coordinators abide by the Club's SI Guidelines.

3) Promotes the development of SI activities.

4) Helps members initiate and organize SI activities understanding that SI activities must not violate IRS regulations for 501(c)(7) Social Clubs.

5) Ensures that coordinators of individual SI activities attempt to verify with 2nd VP – Membership that all participants' dues are current.

6) Holds at least one SI activity coordinators' meeting per fiscal year.

Webmaster:

1) Fulfills the duties listed in the Standing Committee Chair Common Responsibilities.

2) Coordinates with the 3rd VP - Communications on all aspects of the Club's online communications products, including but not limited to the Club's public website and "Members Only" web pages.

- 3) Updates the Club's public website, online calendars, and "Members Only" web pages to ensure all activity information is accurate and current.
- 4) Coordinates with Treasurer to ensure payment is made prior to the due date to the website provider and domain name registry.
- 5) Monitors Club's website email accounts, including the addition of new email accounts, maintenance of all passwords, updating of email forwarding information for individual and group email accounts.
- 6) Publicizes meeting cancellations via blast emails as well as on the public CNC website on the Welcome (Home) page, News and Events, and online Calendar pages.
- 7) Maintains the "Members Only" website files with a copy of the current Newsletter and updated Membership Directory. Updates member birthday lists monthly and creates Special Interest Activity subgroups as requested by Activity Coordinators.
- 8) Ensures that all new Club members receive an Invitation Email for access to the Club's "Members Only" website.
- 9) Assists the 3rd VP – Communications with preparation of the annual Funds Allocation proposal as it pertains to anticipated future web hosting expenses.