



Cary Newcomers Club, Inc.

P. O. Box 5071, Cary, NC 27512-5071

Job Responsibilities Addendum - Ad Hoc Committees

Created November 2, 2010

The following apply to Ad Hoc Committees:

1. Ad Hoc Committees are non-voting positions.
2. Recruit and/or coordinate as many subcommittees as needed to fulfill the responsibilities of this position.
 - (a) Any guidelines developed and/or revised for operating each Ad Hoc Committee position should be submitted to the Parliamentarian for Executive Board approval prior to implementation.

In addition to the above duties, the responsibilities for each of the positions are outlined on the following page(s).

Hospitality

1. Ensures that refreshments are provided for monthly General Meetings.
2. Sets up kitchen/refreshment area for meeting and returns area to original condition.

Community Connections

1. Coordinates opportunities for the membership to volunteer, either in groups or individually, for local charitable organizations.
2. Submits information about community connections and volunteer opportunities to the monthly Club newsletter.
3. Maintains a notebook(s) related to local charitable organizations with available volunteer opportunities for the Club's members.
4. Presents and submits written proposals for volunteer activities to the Executive Board for approval.
5. Maintains Community Connections board/area at the General Meetings.
 - (a) Discuss all postings with Parliamentarian (or other Executive Board member present) for approval before posting.

--- END OF CARY NEWCOMERS CLUB INC. JOB RESPONSIBILITIES ADDENDUM – AD HOC COMMITTEES ---