



Cary Newcomers Club, Inc.

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

Job Responsibilities Addendum - Executive Board

Approved on November 2, 2010

The Seven (7) Elected 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 Membership Meetings and provide information of interest to the membership at meetings, including sign-up sheets as necessary.
2. Arrive at least 45 minutes prior to General Meeting to help set up facility for meeting.
3. Remain after General Meeting to return meeting facility to original condition with assistance of all Board members (Executive and General).
4. Include President in all meetings, events & correspondence per Cary Newcomers Club, Inc. (CNC or Club) Bylaws [ARTICLE IX Section 3](#) and Robert's Rules of Order, Newly Revised (RONR 10TH ed. §47).
5. Attend General Board Meetings called by the President.
6. Submit newsletter items when necessary pertaining to the office held.
7. Attend at least one New & Prospective Member Coffee (Chat-A-Wyle) annually.
8. Provide your replacement with a complete job expectation description, including any notebooks, spreadsheets and/or office-related items, no later than the June General Membership Meeting.
9. Retain for a period not less than 7 years all historical and important documents including but not limited to all receipts for Club assets, noting date item was obtained, if applicable, and attaching any relevant notes, warranties, etc identifying the item. Permanently retain a copy of the Club's Articles of Incorporation and all versions of Club Bylaws and Bylaws addenda.
10. Coordinate with your replacement a budget request, if applicable, 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 committees, subcommittees and chairpersons as needed to fulfill the duties of the elected office.
12. Ensure that all participants in the Club are current in their dues.
13. Create Ad Hoc Committees and appoint members as needed to facilitate specific purposes and objectives of CNC. These may include but are not limited to those listed on the Job Responsibilities Addendum — Ad Hoc Committees. See Bylaws [ARTICLE IX Section 4](#).

President

1. Presides at all monthly General Membership meetings, Executive Board meetings and General Board meetings.
2. 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 Job Responsibilities Addendum—General Board.
3. Maintains Club's historical documents.

4. 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*).
5. Functions as legal liaison for all agreements with welcome groups and garden centers; oversee relationships in accordance with the Club's Bylaws ([ARTICLE III, section 3](#)).
6. Maintains Club's Legal/Important documents in a separate, labeled file box, including but not limited to the Club Insurance Policy and Renewals; Articles of Incorporation; Non-Profit Status Papers; Written Agreements with Welcome Wagons and other welcoming groups and with Abloom'n Garden or other garden center for floral donations; Corporate Seal; RONR 10th ed. related information; current Bylaws; current Job Responsibilities Addenda; Reimbursement Guidelines and Form, etc.; and Insurance Notebook in Past Presidents' Box.
7. Assumes responsibility for operating the Club according to the Articles of Incorporation (1997), current Bylaws, all Bylaws addenda and RONR 10th ed.
8. Serves on the Finance Committee and acts as an Ex-officio member of all Standing and Special Committees, with the exception of the Nominating Committee.
9. Makes arrangements for the monthly General Membership Meeting facility, and arranges for set up/clean up as necessary.

1st Vice President - Program

1. Plans programs for monthly General Membership Meetings.
2. Contacts, and if applicable, meets with the Speaker.
3. Sends out confirmation letter.
4. Sends out 'thank you' letter to Speaker at the monthly General Membership Meeting.
5. Furnishes information for the upcoming programs to the 3rd VP – Newsletter in a timely fashion.
6. Assumes the position of President in her absence or resignation from that position.

2nd Vice President - Membership

1. Maintains the master membership database and
 - (a) Provides electronic backup copy of current membership database to President for safekeeping.
 - (b) Provides electronic updated member contact information for approved Executive Board mailings.
2. Collects dues, records membership in the master database and forwards dues to the Treasurer.
3. Arranges for the pick-up of the gift to one of the newest members at the monthly General Membership meetings when a gift is available.
4. Provides all new members a current copy of the newsletter and directory.
5. Submits a monthly list of all new members (name, address, phone number, e-mail address) and address/phone number changes to the 3rd VP – Newsletter for inclusion in the next newsletter.
6. Coordinates with Publicity regarding updates/changes of Club's promotional materials as needed.
 - (a) Maintains Club's supply of internal promotional materials for distribution at Chat-A-Wyles and elsewhere within the Club.
7. Coordinates committees dealing with all aspects of membership which may include, but are not limited to:
 - (a) Greeters:

- (i) Greets everyone at monthly General Membership Meetings with a smile,
 - (ii) Provides guests with name tag,
 - (iii) Signs guests in, and
 - (iv) Escorts them to Buddy tables.
- (b) New, prospective and active members' coffees (Chat-A-Wyle):
- (i) Organizes and oversees regularly scheduled monthly Chat-A-Wyle.
 - (ii) Ensures that there is an Executive Board member present at each monthly Chat-A-Wyle.
- (c) Buddy — Meets to develop or review team guidelines and submits them to the Executive Board for approval.
8. Publishes the annual Membership Directory to include Executive Board contact information and a Supplemental Directory midyear and coordinates with 3rd VP – Newsletter in producing these documents, if needed.

3rd Vice President-Newsletter

1. Edits, enters data and prints photo-ready originals for the Club's Newsletter.
2. Prepares monthly calendar of events.
3. Forwards a copy of the newsletter to the Webmaster to enable revisions/updating of Club's website.
4. Coordinates committees/vendors dealing with all aspects of the Club's newsletter and calendar, which may include, but are not limited to:
 - (a) Printer: picks up completed newsletter from printer, labels and mails.
 - (b) Coordinates with Advertising and Publicity in regards to Newsletter advertisements.
 - (i) Formats ads, if needed, received through Advertising.
 - (c) Aids the 2nd VP – Membership in formatting and publishing the Membership Directory and a Supplemental Directory, if needed.

Treasurer

1. Chairs the Finance Committee and publishes the Annual Budget.
2. Administers the day-to-day finances, pays bills, deposits all money from the dues and fundraisers, balances the checking account and records all transactions.
 - (a) Coordinates with Webmaster to ensure payment to website provider and domain name registry.
 - (b) Works with Charity to manage Charity funds.
 - (c) Works with Social Events to manage Social Events funds.
3. Presents a written Treasurer's Update at each Executive Board Meeting.
4. Presents a written Proposed Club's Annual Budget for their approval at the Fall General Membership Business Meeting.
5. Monitors budget to ensure that Committee/Officer budgets are not exceeded.
6. Maintains reimbursement forms complete with receipts, as appropriate, related to annual audit.
7. Checks the Club's Post Office Box at the Cary Main Post Office at least twice a month.
8. Completes and files appropriate IRS forms as required by law by the required due date.

Secretary

1. Records minutes of the Executive and General Board meetings, and the Biannual General membership Business Meetings, and distributes copies of these minutes as appropriate.
2. Notifies Executive Board Members of upcoming meetings—time, date, location, and directions. (FYI to General Board Members.)
3. Handles Club’s correspondence as requested.
4. Coordinates committees dealing with all aspects of correspondence which may include, but are not limited to:
 - (a) Sunshine:
 - (i) Send a card of condolence to Club member who has a death in the immediate family.
 - (ii) Send “get well”, “thinking of you” and/or “congratulations” card to members as requested.
5. Signs all certified copies of Acts of Corporation, unless otherwise specified in the Club’s Bylaws and/or Job Responsibilities Addenda.
6. Maintains records books in which minutes, committee reports, etc. are entered with any amendments to these documents properly recorded, and have the current records available upon request.

Parliamentarian

1. Ensures all meetings (Executive Board, General Board, and General Business) are governed by the following, in order of priority:
 - (a) Club’s Articles of Incorporation
 - (b) Club’s Bylaws
 - (c) All Addenda to Club’s Bylaws
 - (d) RONR 10th ed.
2. Serves as special advisor (consultant) to the President and Executive Board, as needed.
3. Determines approval of all submissions from Ad Hoc Committee - Community Connections before posting.

--- END OF CARY NEWCOMERS CLUB INC. JOB RESPONSIBILITIES ADDENDUM – EXECUTIVE BOARD ---