



Cary Newcomers Club, Inc.

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

Job Responsibilities Addendum - General Board

Approved April 28, 2011

The General Board is comprised of the Executive Board and Chairpersons of the Standing Committees.

The Standing Committees of Cary Newcomers Club, Inc. (CNC or Club) are: Advertising, Buddy, Charity, Publicity, Social Events, Special Interests and Webmaster.

All General Board members are responsible for the following:

- 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 45 minutes prior to each General Meeting to help set up facility for meeting.
- 3) Remain after each 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 and correspondence per the Club's Bylaws ARTICLE IX Section 2.
- 5) Attend all General Board Meetings called by the President. Attend Executive Board Meetings per the President's request, or as necessary.
- 6) Submit newsletter articles related to the committee.
- 7) Attend at least one New & Prospective Member Coffee (Chat-A-Wyle) annually.
- 8) Provide your replacement with a more detailed job description no later than the first General Meeting of the new fiscal year.
- 9) Retain for a period of not less than seven 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.
- 10) Coordinate with your replacement a budget request, if applicable, to be submitted to 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 this position. Any guidelines developed and/or revised for operating each General Board 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 positions are outlined on the following pages.

Advertising

- 1) Solicits newsletter advertisements, collects payments and forwards funds to the Club's Treasurer.
- 2) Coordinates with 3rd VP - Newsletter and Publicity chairperson in regards to newsletter advertisements.

Buddy

- 1) Solicits help from three additional team members to assist at the Buddy Tables for each General Meeting.
 - (a) Sets up and reserves tables for new members and guests.
 - (b) Ensures that guests and new members receive written and verbal communication about the Club.
 - (c) Encourages guests and new members to sign up for available activities. Note that guests must join before the 3rd activity, per CNC Bylaws ARTICLE III Section 2.
- 2) Provides list of new members at the Buddy tables to the 2nd VP - Membership at the close of each General Meeting.
- 3) Emails/contacts all guests and members after the General Meeting who were at the table, based on the sign-in sheets (Buddy and Greeter) received from the 2nd VP - Membership. Copies the 2nd VP - Membership on all correspondence regarding membership.
- 4) Meets with 2nd VP - Membership to develop or review team guidelines and submits them to the Parliamentarian for Executive Board approval.

Charity

- 1) Researches and recommends charities to Executive and General Boards for endorsement of a single charity for the fiscal year. Presents the charity endorsed by the General Board to the General Membership for approval.
- 2) Plans and conducts fundraising events or activities to provide charitable donations for the selected charity.
- 3) Works with Treasurer to manage all Charity funds.
- 4) Coordinates with Social Events chairperson on at least one event.
- 5) Prepares monthly write-up for the Charity section of the Club newsletter.
- 6) Coordinates with Publicity chairperson on articles to be sent to local newspapers regarding fundraising events.
- 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.

Publicity

- 1) Informs media of monthly General Meetings and newsworthy Club activities, as approved by the Executive Board.
- 2) Oversees Club's promotional material making changes as necessary for 2nd VP - Membership use.
 - (a) Coordinates with the 2nd VP - Membership in regards to promotional material changes/updates as needed. Forwards updated files to Printer for 2nd VP - Membership use.
 - (b) Maintains a supply of Club promotional materials for distribution throughout the community.

- 3) Coordinates with 3rd VP - Newsletter and Advertising in regards to content of newsletter advertisements.
- 4) Ensures that two or more "Welcome" signs are displayed at monthly General Meetings.

Social Events

- 1) Organizes a Social Events committee that should include at least three memberships.
- 2) Organizes an annual social event in December/January.
- 3) Coordinates with Charity chairperson on at least one social event.
- 4) 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 show 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, 3rd VP - Newsletter, Special Interests 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

- 1) 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 3rd VP - Newsletter and Webmaster to promote and announce SI activities to members.
 - (c) Ensures that the SI activity coordinators abide by the Club's SI Guidelines.
- 2) Promotes the development of SI activities.

- 3) Helps members initiate and organize SI activities understanding that SI activities must not violate IRS regulations for 501(c)(7) Social Clubs.
- 4) Ensures that coordinators of individual SI activities attempt to verify with 2nd VP - Membership that all participants' dues are current.
- 5) Holds at least one SI activity coordinators meeting per fiscal year.

Webmaster

- 1) Coordinates with the appropriate Executive Board member(s) for input on all Club website content, as necessary.
- 2) Maintains the Club's website.
 - (a) Updates website content.
 - (b) Updates online calendar.
 - (c) Coordinates with Treasurer to ensure payment to the website provider and domain name registry.
- 3) Monitors Club's website email accounts.
 - (a) Updates email forwarding address to reflect changes in officers.
 - (b) Monitors and reports on SPAM.
- 4) Publicizes meeting cancellations on Welcome (home page), News & Events and online Calendar pages on the Club website.