

Revised

Board of Directors NNCUG Job Descriptions

President

The President shall be responsible for presiding over the membership meetings and for the administration of the affairs of the Organization, as established by the Board of Directors. The President is an ex officio member of all committees." Article VI, Section 4A.

1. In consultation with other elected officers, determine agenda and moderate monthly Board meetings. Determine time and place of meetings.
2. At his or her discretion, invite non-elected club leaders to attend Board Meetings in an advisory capacity (i.e., Newsletter, Editor, SIG Coordinator, BBS Sysop, etc.).
3. Assist Vice President (or appointed program coordinator) with development of monthly programs and or selection of monthly speakers.
4. In consultation with other officers, determine agenda and moderate monthly General Meetings of the NNCUG conducted on the second Saturday of each month.
5. Maintain membership in appropriate organizations.
6. Be the general contact person for all club activities both in the community and with various software and hardware vendors.
7. Be informed about and help coordinate all club activities.
8. Encourage formation of Special Interest Groups and promote involvement in such SIGs by NNCUG members.
9. Arrange for an Annual Audit of the Treasurer's Records.
10. Appoint a Nominations Committee in November.
11. Prepare an Annual Report of the organization's activities.

Vice President

"The Vice-President shall act in the place of the President in his/her absence, and perform such other duties as the President may request." Article VI, Section 4B.

1. Preside at General and/or Board Meetings in the President's absence.
2. Act as Chairman of the Program Committee. Make any necessary arrangements to accommodate needs of program presenters. Introduce presentations at meetings.
3. Reserve meeting room for General Meetings.
4. Set up meeting room as needed for General Meetings. Arrange for Library Key to be picked up.
5. Be available at back table to help answer questions and assist visitors and new members prior to General Meetings.
6. At President's request, call new members to welcome them and answer questions.
7. Maintain communications with other officers via email or phone.

Secretary

"The Secretary shall be responsible for maintaining active communications with the membership and others who may be interested in the activities of the Organization, and shall maintain records of the Organization's activities, coordinate with the Treasurer in maintaining the NNCUG's membership list, and have custody of any Organization seal." Article VI, Section 4C.

1. Notify Board Members of Board Meetings. Record Minutes of Board Meetings and distribute to Board Members.
2. Record Minutes of General Meetings, including headcount of attendees and Treasurer's Report. Distribute to Newsletter Editor for publication to NNCUG Members, omitting financial information. Amend Minutes for posterity, as approved at General Meetings.
3. Assist with room preparations for General Meetings. Post parking lot and meeting room signs.
4. Prepare Nametags for General Meetings. Include blanks for Visitors.
5. Maintain supply of Newsletters, Brochures and Application/Survey Sheets. Make available at General Meetings.
6. Prepare and distribute Press Releases to local newspapers and radio stations announcing General Meetings and other events.
7. Work with Treasurer to assure accurate maintenance of Membership data.
8. Prepare mailing labels and execute mailings of Newsletter to Members requesting hardcopy, and facilitate other mailings as determined by the Board.
9. Handle NNCUG correspondence and phone inquiries about meetings/membership.
10. Supervise and verify NNCUG elections.
11. Account to the Treasurer for expenses.
11. Correspondence and email secretary. Pickup mail; itemize for Treasurer and make deposits of any membership dues received; forward other mail as appropriate.

Treasurer

"The Treasurer shall be responsible for maintaining a list of current membership, and is to account for all revenues and expenditures; collecting dues and fees, developing the yearly budget, preparing a financial report to be included in the Annual Report, and such other financial reports as may be required by the Board of Directors." Article VI, Section 4D.

1. Maintain Membership data in coordination with the Secretary. After each General Meeting, provide the Secretary with a Membership Report showing New Members, Members due to renew in the next month, current month, previous month, and those expiring. Update and provide to the Secretary the Membership List, Supplementary Mailing List and Name Tags List.
2. Record and deposit, in an expeditious manner, all monies received by the NNCUG.
3. Maintain an up-to-date record of status of funds held in the Chesapeake Bank and any other accounts of the NNCUG.
4. Pay all debts legally incurred by the NNCUG.
5. Upon receipt of substantiated requests, reimburse members for personal funds expended in carrying out functions of the NNCUG.
6. Obtain concurrence of the Board of Directors for any expenditure for extraordinary items or donations.
7. Report to Board of Directors and Members monthly on financial status of NNCUG.

8. Oversee an annual audit of the assets and financial records of the NNCUG.
9. Write all members who are 30 days or more overdue in payment of annual dues advising them of their status.
10. At the next General Meeting, drop from the rolls persons who remain delinquent in dues after above written notification in accordance with the established policy.
11. Issue invoices to individuals and organizations indebted to the NNCUG.
12. Ensure currency of the signature authorization card(s) held by financial institution(s) used by the NNCUG, currently the Chesapeake Bank.
13. Close the Financial Records at the close of the Annual Meeting. Turn over all records held to succeeding Treasurer.
14. Assist President with legal obligations, e.g., filing tax forms, corporation's annual report, etc.

Member At Large

"The Member At Large" shall perform such duties as may be assigned by the Board". Article VI, Section 4E.

1. Serve as liaison between the Board of Directors and the Computer Labs.
2. Work to create SIGs and help them function.

POLICY:

Dues: Membership dues are \$20.00 per annum, from the date of joining. The Board of Directors have adopted this policy regarding non-payment of dues:

1. Members are expected to pay their dues annually.
2. Failure to pay dues by the expiration date will result in the member becoming delinquent.
3. Delinquent members have a grace period of 60 days to pay their dues before having their membership terminated.
4. At 30 days in the grace period, the Treasurer will send notices to delinquent members reminding them to pay dues owed.
5. At the end of the 60 days' grace period, if the dues are still unpaid, delinquent members will be removed from the active rolls, will no longer receive the Newsletter, and will lose all other benefits.