

## **GENERAL RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS**

1. Assume all responsibilities in connection with the position to which you have been elected. Set an example for the conduct of the Club, upholding its purpose whenever in contact with the public.
2. Attend all meetings of the Board of Directors and General Membership if possible. Report any absence to the President or Recording Secretary (prior to the meeting, if possible).
3. Encourage members to attend a board meeting. Notify President or Recording Secretary if a member wishes to attend a board meeting.
4. Attend all Club functions, when possible.
5. Recommend changes in the Bylaws, Standing Rules, General and Detailed Responsibilities of the Officers and Board of Directors, and General and Detailed Responsibilities of Committee Chairmen.
6. Formulate new policies for the Club when necessary to improve efficiency of Club operations.
7. Provide approval or rejections on the following items:
  - a) Applications for new and renewing members.
  - b) Any single un-budgeted expenditure(s) for an amount less than 5% of the annual budget.
  - c) Advances of funds.
  - d) Appointments of Committee Chairmen and the Parliamentarian.
  - e) The proposed annual budget before presentation to membership for their approval.
  - f) Any club activity (e.g., field trips, seminars, monthly speakers, club sales items, etc.)
8. Serve as a Board contact of any committee(s) to which the President may assign you. Attend any meetings of said committee(s), reporting results to the Board of Directors at its regular meetings. Each month, except the month of June, report the progress or problems of the assigned committee(s) to the President and the Board of Directors. Serve as a liaison between the committee(s) and the Board of Directors coordinating the work of the committee(s).
9. Attend the Regional Meeting, Association Convention, and associated activities whenever possible.
10. Turn over all relevant files to your successor as soon as practical but no later than 30 days after the end of term of office.

## **PRESIDENT**

1. Coordinate and direct all business of the Club and serve as Chairman of the Board of Directors.
2. Serve as the presiding officer at all meetings of the Board of Directors and the General Membership. Call any special meetings of the Board and/or membership as deemed necessary.
3. Serve as Ex-officio member of all committees.

4. Delegate duties to the Vice President as may be most helpful in assisting you in your job and in accordance with the responsibilities of that office.
5. After election to office, select all Committee Chairmen and the Parliamentarian, if the President feels there is a need for one, to be presented to the Board of Directors for approval at the January meeting of the following year, Board meeting and further appointing the Board members as Board contacts on these committees.
6. Distribute correspondence (or copies thereof) to the Secretary or appropriate officers or committee chairmen.
7. Write the "President Letter" monthly to be published in the bulletin and the Website.
8. Sign all checks jointly with the Treasurer and/or Vice President.
9. Represent the Club at Convention, Regional Meeting, seminars, and any local club functions, keeping membership informed on these activities.
10. Act as liaison between the Club and the Association keeping membership fully informed of all Association and Regional matters.
11. Insure the Club's compliance with rules and regulations adopted by the Association.
12. Prepare a report to be given at the General Membership Meeting after the Regional meeting.
13. Choose the meeting places for the Board of Directors and General Membership meetings.
14. Provide all Officers and Board Members with an agenda of business to be discussed at all meetings of the Board of Directors and General Membership.
15. Insure that the past year's Treasurer files appropriate tax forms by designated deadlines.
16. Present proposed amendments to the Association Bylaws and Standing Rules to General Membership prior to Convention for their review and discussion.
17. In the beginning of the year, furnish a written, detailed proposed budget for the year to the Treasurer by the specified deadline. At the end of the year, provide a written report of the year's financial activity to the Treasurer.
18. Select and extend an invitation to a member of the Association to install incoming Officers and Board members.
19. Insure that the Club Treasurer renews the Club's Surety Bond at the proper time.
20. Insure that the Club Treasurer renews the Club's Safety Deposit box at the proper time.
21. Insure that the Club Treasurer renews the Club's Post Office box at the proper time.
22. Insure that the Club Treasurer renews the Club's Certificate(s) of Deposit at the proper time(s).
23. Insure that the Club's Pins are awarded according to the "Pin Awards" guidelines.
24. Notify the Regional Director of newly elected Officers and Board members and further advising of any changes during the year. Also notify Regional Director of the Club's Membership Meeting dates and location, advising any changes during the year.
25. Send flowers or donations in the name of the Club in the event of death of a member, submitting the invoice to the treasurer for proper processing of payment.
26. If needed, would appoint an Election Committee and Nominating Committee Chairman.
27. If needed announce any legislative or employment information.

28. Obtain Board and Membership approval to attend the Region III Meeting and ADDC Convention to go uninstructed on voting matters.

### **VICE PRESIDENT**

1. Serve as assistant to the President and work closely with the President, performing the duties of the presidency during any absence or disability of the President.
2. Succeed to the office of President should the vacancy occur.
3. Accept such duties as are delegated by the President, including chairmanship of any specified committees.
4. Sign checks jointly with the Treasurer and/or President.
5. Receive and distribute all information on Regional Meeting and ADDC Convention.
6. Encourage attendance at said meetings, keeping all who are committed to attend up-to-date on all information.
7. Oversee Club-approved community service activities. Suggestions for proposed projects will be submitted to the Board for approval or rejection no later than the February meeting.
8. Prepare annual budget for Delegate and Alternate Delegate expenses for Regional and Convention, using the following guidelines.
9. Write thank you letters to speakers or others as directed by the President.
10. Responsibility to handle Community Relations.
11. The Vice President also serves as the Program Chairman.

The Westbank Club shall pay the following expenses for the official delegate provided the expenses are not paid by his/her employer and provided that funds are available.

### **REGION III MEETING FOR DELEGATE ONLY**

1. Registration
2. Transportation to and from Regional, i.e., if by car the club shall pay the standard rate for mileage as approved by the IRS, not to exceed the cost of airfare.
- 2a If not within driving distance, cost of air travel.
3. Taxi – from airport to hotel and back
4. Tips for hotel, taxi, etc.
5. Meals – comparable to company expense accounts –
  - a. Breakfast (maximum of \$10.00)
  - b. Lunch (maximum of \$15.00)
  - c. Dinner (maximum of \$25.00)
6. Thursday Night and Friday Night Functions will be paid in lieu of dinner
7. President's Meeting Luncheon
8. Room – Cost of HALF of Hotel room
9. Expenses start night before officially required at Regional Meeting
10. The Regional Meeting ends Sunday morning (Breakfast is covered)

### **EXPENSES NOT ALLOWABLE**

1. Rental Car
2. Airport Parking

Receipts required for everything except tips to be submitted to the Treasurer within 45 days of function. Any exceptions to these guidelines must be presented to the Board for approval or rejection prior to scheduled event(s).

### **CONVENTION MEETING FOR DELEGATE AND ALTERNATE DELEGATE**

1. Registration
2. Transportation to and from Convention, i.e.. if by car the club shall pay the standard rate of mileage as approved by the IRS, not to exceed the cost of airfare.
- 2a If not within driving distance, cost of air travel
3. Taxi - from airport to hotel and back
4. Tips for hotel, taxi, etc.
5. Meals – comparable to company expense accounts –
  - a. Breakfast (maximum of \$10.00)
  - b. Lunch (maximum of \$15.00)
  - c. Dinner (maximum of \$25.00)
6. Thursday Night and Friday Night Function. Functions will be paid in lieu of dinner
7. Delegate and Alternate Delegate Special Meetings and Luncheon
8. Room – Cost of HALF of Hotel room
9. Expenses start night before officially required at Convention
10. Convention ends Sunday morning (Breakfast is covered)

### **EXPENSES NOT ALLOWABLE**

1. Rental Car
2. Airport Parking

Receipts required for everything except tips to be submitted to the Treasurer with 45 days of function. Any exceptions to these guidelines must be presented to the Board for approval or rejection prior to scheduled event(s).

### **SECRETARY**

1. Record minutes of the club meetings and have said minutes sent to members by email and also have minutes available for the members that do not have a computer at the General Membership meetings.
2. At least one week prior to each Board meeting, notify the Board of Directors of the date, time, and place of the meeting and furnish each Board member with a copy of the minutes of the last Board meeting.
3. Notify all committee chairmen of any joint meetings with the Board of Directors as may be called by the President at least one week prior to said meeting.
4. Furnish the President with copies of the minutes of the General Membership meetings as soon as possible.
5. Maintain records of attendance of Officers and Board of Directors at Board and General Membership meetings.
6. Record approved minutes of the Board of Directors and General Membership meetings in the Minute Book.

### **TREASURER**

1. Maintain the permanent financial records of the Club and handle all of its funds, keeping an open set of books.
2. Secure proper signature cards as required for all accounts at the beginning of the year, no later than January 15.
3. Sign all checks jointly with the President and/or Vice President.
4. Complete the "Transmittal List For ADDC Membership Dues" and forward the form along with appropriate dues to the Association Distribution Office and the Region III Treasurer in a timely manner.
5. Forward Region III assessments to the Region III Treasurer in a timely manner.
6. Present a report detailing all receipts and disbursements within the prior month at each monthly Board and Membership meeting, except the month of July.(Exhibit A)
7. Furnish a written mid-year financial statement and report of actual expenditures to the Board and General Membership, preferably at the July meetings, but no later than August.
8. Furnish a written year-end financial statement and report of actual expenditures to the Board and Membership at the January meetings following year of service, but no later than February.
9. Prepare a written proposed budget of all committees and applicable officers for presentation to and approval by the Board of Directors, preferably at the regularly scheduled February meeting, but no later than March.
10. Prepare a written completed annual budget report for presentation to the Board of Directors and Membership at the end of term of office, preferably in January, but no later than February, or whenever directed by a majority vote of the Board of Directors.
11. Distribute income/Disbursement Form (Exhibit B) to applicable Officers and Committee chairmen to be used for check/cash receipt and check requests.
12. Use Income/Disbursement Form (Exhibit B) to record all Club financial transactions.
13. Balance the Club checking account against the Bank Statement monthly.
14. Deposit all incoming funds within 14 days of receipt. If unable to do this, request assistance from President or Vice President.
15. Post earned interest on all accounts on monthly reports.
16. Complete all appropriate tax forms for year of term served by the specified deadlines.
17. Renew the Club Surety Bond at the proper time.
18. Renew the Club Certificate(s) of Deposit at the proper time(s).
19. Renew the Club Safety Deposit box at the proper time.
20. Renew the Club Post Office box at the proper time.
21. Submit a complete set of books for audit within 60 days of end of term of office or whenever directed by a majority vote of the Board of Directors.

### **IMMEDIATE PAST PRESIDENT**

1. Become a member of the Board of Directors immediately upon installation of a new President.
2. Attend and participate in all meetings of the Board of Directors and General Membership if possible
3. Serve in an advisory capacity to the current President and perform such other duties as he current President may request.

4. In the event that the President has to resign during her term, the Immediate Past President will install the Vice President as the Club's new President.

## **DIRECTOR**

1. Send the appropriate card in the event of sickness or death.
2. Serve to record minutes in the absence of the Secretary.
3. Serve to other duties as assigned by the President.

## **PARLIAMENTARIAN**

1. Attend all Board of Directors and General Membership meetings ensuring that parliamentary procedure, as outlined in ROBERT'S RULES OF ORDER NEWLY REVISED and the Club Bylaws, are followed in the conduct of all business.
2. Advise the presiding officer on points of parliamentary law when so requested. Even though an opinion may be rendered, the final decision is made by the presiding officer.
3. The Parliamentarian cannot act on a committee where sides will be taken and is not a voting member of the Board of Directors. However, the Parliamentarian is allowed to vote at a General Membership meeting as is the right of any member, but with the understanding that the role of Parliamentarian has automatically been relinquished at the time of the vote.

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