

## **Duties of Officers and Committees**

These duties have been reviewed and approved by the Board of Directors on **5 Feb 2015**

### **President**

Duties of the President are defined in the Bylaws ARTICLE VIII Section 1.

Additionally:

- Shall secure a room for monthly meetings in the SaddleBrooke Clubhouse at least one month prior to the expiration of said reservation.
- Prepare a list of notes to pass on to the incoming president.
- The president shall provide as soon as possible after the May election an orientation for all officers and committee chairs to introduce them to the Club's Bylaws, standing rules, policies, procedures, and current activities.
- The president will encourage all committee chairs to attend board meetings with a voice but no vote.

### **Vice President**

Duties of the Vice President are defined in the Bylaws ARTICLE VIII Section 2.

### **Secretary:**

Duties of the Secretary are defined in the Bylaws ARTICLE VIII Section 3.

### **Treasurer**

Duties of the Treasurer are defined in the Bylaws ARTICLE VIII section 4.

Additionally:

- Shall ensure that the signature card at the bank is up to date with signatures of the current president and treasurer.
- Shall prepare the records for the audit committee.
  - The outgoing Treasurer will make sure that the Audit Committee has the records of the prior year as well as the year being audited so that it is clear when dues for the following year are paid before the end of the current year.
- Shall prepare a draft budget by March which is presented to the Board for review, comment and approval. Each committee chair person should be consulted for budget recommendations with any anticipated purchases and line item income. The past three years budgets should also be reviewed when preparing the draft.
- Shall keep details to support each deposit made and check written.
  - If a member is given a one year membership as a gift, a gift certificate will be recorded as method paid.
- Shall keep details of the job and pass them off to the next treasurer.
- Shall use address of the SBHOA#1 clubhouse as the official address on checks
- Shall use a check register to record each deposit and check written
- Shall use a form for each deposit showing the source of the money and the account/budget line item to which the money is debited.
- Shall use a form for each check written detailing why the check was written, show which account/budget line item to which the money is credited, and attach the receipt for all purchases
- Shall use accounting software to trace all money in and out of the club accounts.

- Shall maintain a history of receipt books used, which contain the beginning/ending dates and numbers. This will be provided to the Audit Committee when requested.
- Shall provide the Membership chairperson a list of members who paid, when paid, how paid, (cash/check) and receipt number that was provided to the member.
- Shall prepare a monthly budget/actual report and an annual budget/actual report at the end of the fiscal year. The reports shall be provided to all board members.
- Shall collect dues at a location away from the door entry to avoid congestion at the door.

### **Director-At-Large**

Duties of the Director-At-Large are defined in the Bylaws ARTICLE VIII Section 5.

### **Nomination and Election Committee**

The first responsibility of the committee is to find the best candidate(s) for each office. The second responsibility of the committee is to conduct the election at the annual meeting each year.

#### **Nominations**

The membership chairperson will give the Nominating committee Chairman a list of all current members. The Board President will provide a copy of the Bylaws, a description of the duties of each office, and eligibility requirements to the Chairman

The committee will:

- Review the membership list to determine the eligibility of each member position
- Review duties of each officer
- Determine which member(s) best meet the requirements for each office.
- If no eligible candidate is found for an office, that slot can be left open for nominations from the floor or solicited candidates by publicly asking for a volunteer.

After the list of eligible candidates is written, the committee will determine how they will contact those on the list and ask if they will serve in the office recommended. The committee should also attempt to ask most active members if they are willing to serve on the board in some capacity. The committee must receive verbal consent from each proposed candidate. After canvassing the active membership, a list of candidates for each office will be given to the secretary and the list will be emailed to all members.

#### **Elections**

- At the annual meeting the nominating/election committee chair will read the list of candidates for each office and submit the list to the president. After accepting the list from the committee the president will ask if there are any nominations from the floor
- If there are no nominations from the floor and there is only one candidate for each office, the chair will ask for a motion to accept the slate by acclamation. The motion must be seconded and a voice vote taken. If the vote is in the affirmative, the officers are elected.
- If there are no nominations from the floor but at least one office has more than one candidate, the committee will hold a ballot vote for each office with more than one candidate. The committee will prepare in advance the ballots with the officer(s) and names of those nominated. After the ballots are cast members of the committee will count the ballots. The winner is determined by a simple majority vote. If there were more than two candidates for an office and no one receives a simple majority of the votes, there will be a second vote between the two candidates receiving the highest number of votes. After all votes are cast, ballots will be placed in a sealed envelope and signed by

the chair. The ballots will be kept for 30 days. The chair will then ask for a motion to accept the remaining unopposed slate by acclamation. The motion must be seconded and a voice vote taken. If the vote is in the affirmative, the officers are elected.

- If there are nominations from the floor resulting in more than one candidate for any office then the committee will proceed with a ballot vote, as previously outlined.
- If at the end of the nomination and election process there is a vacant office, the president will ask for a volunteer from the floor. If no one volunteers, it becomes the responsibility of the newly elected president to find someone to fill the vacant position.

### **Program Committee**

The responsibility of the Program Committee is to schedule programs for the monthly membership meetings.

- For the months of September through May the programs will be formal since the club meets for general meetings during these months.
- During the months of June, July and August the programs will be informal, or could be simple question and answer sessions since the club usually does not meet during these months.

### **Education Committee**

The responsibility of the Education Committee is to present educational classes of interest to the membership.

- Instructional classes can be offered by selecting a professional to present the classes
- Instructional classes can be offered by the committee researching and putting together their own course work.
- Shall receive payment from each class attendee and issue a receipt for each payment.
- An attendee list will be kept for each class held that will be given to the treasurer

### **Research Committee**

The responsibility of the Research Committee is to present workshops and/or trips of interest to the membership.

- The committee will be responsible for presenting a quality workshop each year. The length of the workshop is up to the committee.
- The committee will schedule at least one trip each year to a genealogical library, research facility or genealogical conference. Trips may be in the Tucson area, out of the area or out of state.

### **Webmaster**

The responsibility of the Webmaster is to update and maintain the website with information of interest to the club.

- The website belongs to the Genealogy Club and as such, any work created becomes the property of the club.
- The website will evolve to meet the needs of the club.
- At least 2 people will have access to the site at all times and have copies of all data that is on the site.
- The site will have a general section which is open to the public and a private section which is for members only.

- Club specific material will be posted in the members only areas which will be password protected.
- Personal information and photos will not be posted on the site without permission of the owner(s).
- Send email to new members welcoming them to the club and verify their address, phone and email address.

### **Newsletter Committee**

The responsibility of the Newsletter Committee is to publish newsletter of interest each month and distribute it to the members.

- The newsletter should publicize the program that will be presented at the monthly meeting.
- The newsletter should publicize upcoming events within the club and/or offered by other clubs that may be of interest to the members.
- The newsletter committee may be asked to publish special bulletins regarding upcoming events of interest to the membership or notices on specific topics at the direction of the board.

### **Publicity Committee**

The responsibility of the Publicity Committee is to publish notices each month advising the community of activities of the club.

- The committee will publish a notice in all SaddleBrooke publications which states the date of our next general meeting and the topic of the monthly presentation.
- The committee will publish notices of special events such as workshops, education classes and research trips if they are open to the general public.

### **Membership Committee**

The Membership Committee chairperson shall be appointed by the President. The chairperson may appoint other Genealogy Club members to serve on the committee.

The responsibility of the Membership chairperson or designee is to greet members and guests at the door, maintain a list of current members, keep a record of those attending each monthly meeting and maintain membership name badges. Detailed responsibilities of the chairperson or designee follow:

- Keep a list of all members attending each meeting. This can be done by printing the roster for people to check their name. The purpose is for the member to check the roster for accuracy, and if they are not on the roster, to notify the Membership chairperson to correct the discrepancy.
- Keep a list of guests attending each meeting and how many times the guest has attended. When the guest has attended three meetings, their name will be given to the president for appropriate action.
- Advise the Board of the current number of paid members upon request.
- Maintain the membership list, and provide a copy to the Treasurer, President, Newsletter Editor and Webmaster. As a minimum, the roster shall contain the following information:
  - Name of member
  - Telephone number
  - Home address
  - Email address
  - Date dues when paid (provided by Treasurer)

- Dues receipt number (provided by Treasurer)
- Upon absence of the Treasurer or Treasurer Assistant, the Membership chairperson or designee will write a receipt for each payment received. Receipts will be in triplicate with the original given to the member, one copy for the Membership chairperson (yellow) and one copy (pink) given to the treasurer.
- Place membership name badges in a delinquent category for those members who are delinquent in their dues. Dues become delinquent the first meeting in October. The membership list will be purged of delinquent members.
- Hand out and collect active members name badges as they enter or leave the room.
- Hand out a new membership packet to new members.
- Maintain copies of the new membership packets and membership applications.
- File membership applications and attendance records for historical purposes.

### **Librarian**

The duties of the Librarian are to:

- Maintain order of the library
- File books in proper order when they are returned
- Maintain a book inventory (current inventory is on a Microsoft Excel spreadsheet)
- Make recommendations to the Board of Directors of new or replacement books
- Maintain custody of library keys and keep an inventory of who has them.
- Submit updates to the book inventory to the webmaster for posting on the website.

### **Audit Committee**

The responsibility of the Audit committee is to perform a review of the books and records of the treasurer for the previous year.

- The committee will ensure that receipts were used for every check/cash received during the year.
- The committee will compare the membership list, class roster(s), workshop attendees, and annual luncheon against the receipts of the treasurer.
- The committee will review the check register to ensure that every deposit and every check has been recorded. The check register may be a photocopy of the actual check register or a printout from accounting software.
- The committee will prepare a report for the club. This report will include any deficiencies noticed during the audit.

### **Equipment Manager**

The SaddleBrooke Genealogy Club (SBGC) purchased a computer and a digital projector to utilize for membership meetings, training purposes, workshops and other uses as determined by the Board of Directors (BOD) or President.

Since people with various levels of computer skills use the equipment, it is important to properly maintain it. To ensure this occurs, the President will appoint an Equipment Manager. The responsibilities of the Equipment Manager are:

- Setup and take down the equipment at each Membership meeting.
- Train appropriate personnel to use the equipment if the Equipment Manager is unavailable.

- Maintain the computer. This includes (but is not limited to):
  - Download and install the latest anti-virus definitions.
  - Download and install the latest Windows updates.
  - Download and install the latest software updates.
  - Periodically perform a virus scan, disk cleanup, disk defragmentation utility, and empty the recycle bin. In Internet Explorer, delete browsing history.
  - Organize files and folders other members may have added.
  - Backup files to an external source.
  - Assume responsibility for any accessories associated with the computer or projector.
- Make recommendations to the Board of Directors for major (above \$100) hardware or software purchases required, and make those purchases as directed.
- Any other duties as directed by the President.
- Digitize miscellaneous library files.