

Austin Newcomers Club Board Positions 2017-2018

Brief Descriptions

Full Descriptions Posted on Club Website

Executive Board

President

- Preside at all meetings of the general membership, Executive Committee, and Board of Directors
- Serve as ex-officio member of committees
- Act as signatory for ANC bank accounts and contracts
- Prepare Letters from the President for the Club's website, directory, and monthly Welcome Mat

1st Vice President - Membership

- Coordinate all activities related to ANC membership, including maintaining member contact data in Excel and preparing membership reports
- Preside over board and general membership meetings in the absence of the President

2nd Vice President – Programs

- Plan speakers and programs for monthly general membership meetings, and handle all communication and arrangements with speakers
- Assist in coordinating the annual Craft Fair and the annual Fashion Show
- Write a monthly front-page publicity article about speakers or programs for the Welcome Mat, and handle other program publicity activities as needed

Treasurer

- Manage all financial activities for ANC, including paying bills and reimbursements, preparing a budget, and monthly reports, filing the Club's tax return, coordinating an annual financial audit, and maintaining all financial records.
- Monitor the Club's postal box and contact board members who have received mail.

Secretary

- Take minutes at all board meetings and general membership meetings at which official Club business is conducted.
- Prepare minutes, post online, and handle related requests as directed by the President.

Meeting Director

- Plan, coordinate, and supervise all aspects of reservations and venue arrangements for monthly general membership meetings.
- Receive cash and check payments for meetings, and maintain reservation information on Excel spreadsheet.
- Attend and supervise each general membership meeting during term of duty to ensure that the event goes smoothly.

Interest Group Coordinator

- Hold a training meeting for interest group chairs early in the year to clarify responsibilities and communication procedures.
- Maintain a current list of interest group chairs and review requests for new interest groups.
- Coordinate interest group scheduling to avoid date conflicts.
- Serve as a liaison with interest groups chairs throughout the year.

Welcome Mat Editor

- Produce the Club's monthly Welcome Mat for printed and online publication using Publisher software.
- Send monthly reminders for Welcome Mat submissions, and monitor submissions received.
- Send digital file to printer for mailed newsletters.

Communication and Publicity Director

- Supervise all activities related to communication and publicity, including website content, media strategies, and publicity.

Parliamentarian (appointed by President)

- Provide guidance in meeting protocols and procedures.
- Chair a committee for annual review of bylaws.
- Manage issues involving inappropriate business solicitations or contacts with members.

Standing Committees

Board Transition Chair

- Review and update all board positions, and compile comprehensive job descriptions for publication on ANC website.
- Ensure that all new board members receive updated job descriptions and training from their outgoing counterparts.

Member Services Chair

- Respond to inquiries about member services.
- Host three welcome events for new and potential members.

Calendar Chair

- Manage all aspects of the online event calendar, including posting and updating events, setting up online payments and registrations, and monitoring event scheduling to prevent date conflicts.

Name Tag Chair

- Prepare and transport name tags for monthly general membership meetings, supervise distribution of name tags at the meeting, and store name tags between meetings.

Greeter Chair

- Coordinate volunteers to greet members and guests at monthly general membership meetings.

Historian

- Take photos at ANC events for use on the ANC website and in the Welcome Mat.
- Take headshots of members at general membership meetings for publication in the online directory.
- Create a memory book for the President including representative photos from the year's events.

Member-at-Large (non-voting position filled by past president or appointed by current president)

- Review the Club's Long Range Plan and chair a committee to conduct annual long-range planning if needed.
- Offer support and advice (if sought) to the current President.

Weekly Bulletin Chair

- Create weekly bulletin of upcoming ANC events and deadlines.
- Email bulletin to members every Sunday.