

# Computer Club of Hot Springs Village Board & Non Board Job Descriptions

## **PRESIDENT:**

1. Be sure the Club's business is carried out in a professional, timely and appropriate manner in order to meet the educational and social requirements of the membership.
2. Bring comments, suggestions and criticisms to the Board for consideration and possible action.
3. Preside over membership business meetings and Board of Directors meetings.
4. Appoint a nominating committee and see that the proposed slate of officers is publicized to the membership in October.
5. Present the proposed slate of officers to the membership at the annual meeting, carry out the voting procedure, and install new Board members at the annual meeting. (May involve members of the nominating committee in these actions.)
6. Facilitate with the Board the generation of goals and plan of action for the coming year.
7. Recognize the efforts of the volunteers at the annual meeting.
8. Accept position of Advisor to the Board for the succeeding year.
9. Authorized to make bank deposits and write checks when the Treasurer is unable to perform this function.
10. Each year the new President should notify the POA to change the Computer Club's contact persons name and phone on their web-site. This can be done by going on to [www.hsvpoa.org](http://www.hsvpoa.org) and sending an email to their email address.

## **VICE PRESIDENT:**

1. Preside over the membership business meeting and Board of Directors meeting and other events in the absence of the President.
2. Accept the position of President if the current President is unable to continue in the performance of his/her duties.
3. Contract as required with the HSV facilities, i.e., the Coronado Center, in October of each year, communicate specific requirements for regular meetings and special events such as, Christmas Party in December, and Technology Expo, in October, etc.

## **SECRETARY:**

1. Record all business transacted at Board meetings and general business meetings.
2. Maintain a chronological record of such meetings.
3. Provide copy of all meeting minutes for the Clubs annual Archive CD.

## **TREASURER:**

1. Plan and present to the Board, an annual budget.
2. Maintain the Club bank account.
3. Arrange for an independent audit of the Club's books and financial statements for previous year. The audit should be scheduled immediately after the beginning of the new year as soon after the December closing as possible. The auditor's report should be presented to the Board at the February Board meeting and to the general membership at the February business meeting or as soon thereafter as possible.
4. Maintain an inventory list of all hardware assets purchased for Club use. Update the list annually.
5. Arrange for insurance coverage of club assets.
6. Develop a financial plan or budget from information submitted by board members, committee chairpersons, and from previous year's financial records. Provide a copy of the financial plan to board

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members at the beginning of the new year. Update the financial plan monthly and circulate copies to board members to keep them aware of the financial condition of the Club.

7. Keep an accurate record of all income and expenses pertaining to Club business activity.
8. Receive all moneys collected by the club, pay all bills and reimburse Club members for approved expenditure made on behalf of the Club.
9. Make timely and accurate filings to the IRS and State of Arkansas per federal and state requirements pertaining to our corporate status.
10. Receive and reconcile bank statements and provide a copy to the Club President and 1<sup>st</sup> Vice President for verification.
11. Prepare a monthly income and expense report for the Board and the General Business Meeting.
12. Maintain the Club's post office box and safety deposit box. Check periodically for incoming mail and make a yearly inventory of all contents of the safety deposit box.

## **DIRECTOR OF PROGRAMS:**

1. Plan and facilitate programs for the general meeting.
2. Serve as resource person to guest speakers by providing equipment, space and a map if needed by out of village person.
3. Confirm attendance of persons involved in programs and send a thank you letter to each speaker.
4. Establish and chair a Program Committee, involving volunteer members, as needed.
5. Arrange for greeters at the General Meeting.
6. Inform the V.P. of Communications, the Newsletter Editor, and the Web-Master of upcoming programs.
7. Plan and facilitate Technology Expo for the October program and chair the Christmas party in December.

## **DIRECTOR OF EDUCATION:**

1. Reserves meeting room for classes at Coronado Community Centers.
2. Meets with class instructors to determine classes to be taught.
3. Communicate the class schedules to the Board.
4. Makes sure the instructors maintain an accurate description of their class offering. Stays in communication with them to ensure they are ready to present the class at the assigned time.
5. Takes telephone calls regarding classes and assists students with registration.
6. Registers students at classes, updates class spreadsheet information, and deposits fees in the bank.
7. Appoints assistants:
  - a. Education assistant to help with telephone calls and student registration
  - b. Classroom assistants coordinator
  - c. Class registrar
    - 1) Creates class registration form and maintains spreadsheets in Google Drive.
    - 2) Confirms class registration via email to student.
    - 3) Emails individuals who have signed up for a class several days before the scheduled class date to confirm their attendance at the class.
    - 4) Emails class registration spreadsheet to director of education and education assistant day before class.
    - 5) Prepares an updated report on classes for each Board Meeting.

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## **VICE PRESIDENT/MEMBERSHIP:**

1. Collect yearly dues and give them to the Treasurer, with documentation, for deposit to the Club's bank account.
2. Maintain an official membership record and provide the registry to the membership.
3. Maintains an email file of all Club members and use it for special notices that must be communicated to the members when necessary.
4. Provide nametags to new members and Board.

## **DIRECTOR OF PUBLICITY:**

1. Sends weekly releases to the Village Voice of all Club meetings and classes that are to appear in the community Calendar and/or Club section of the Voice.
2. Submits press releases, including possible photos, to the media of special events, announcements and any other newsworthy item that enhances the public image of the Club.
3. Attends the POA Newcomer's Coffee to share information about the Club's activities, training opportunities, meetings, etc.
4. Alert the Newspaper regarding the President's name, phone number, e-mail address (whatever is appropriate) for publication under Clubs and Organizations.

## **DIRECTOR OF TECHNOLOGY**

1. Responsible for maintenance of the computer equipment including updating and testing of software.
2. Recommends the replacement of hardware and/or the purchase of updated software for the Club's classes.

## **EDITOR:**

1. Prepare and publish a newsletter monthly to alert members to the topics and programs of upcoming meeting(s). Include any items of information as appropriate, including notices from Board members, class schedules, etc.

## **WEBMASTER:**

1. Maintain the web site in a timely manner to include up-to-date Club information.
2. Renew web host and domain name.