

Newcomers of Catawba Valley Duties of Officers and Directors

1. The President shall be responsible for performing duties:

1. Preside at all Board and General Meetings
 1. Prepares and sends out the agendas for Board Meetings and for the General Meetings in advance of each meeting.
 2. Makes one copy of agenda per table for monthly General Meetings.
2. Ensure annual review of financial records.
3. Serve as ex-officio member of all committees except Nominating Committee.
4. Create committees that reflect member interest and appoint their chairpersons.
5. Hosts the annual Holiday Party planned by the Special Events Committee.
6. Respond to inquiries about our club.
7. Connect the work of committees and projects.
8. Update club documents.
9. Write thank you cards as appropriate.

2. The Vice President shall be responsible for performing duties:

1. Perform duties of President in the event of absence.
2. Assist the President in the performance of duties of that office.
3. Focus on membership:
 1. At monthly meetings, request attendees to sign in on the sign in sheet.
 2. Greet guests and offer name tags and refreshments.
 3. Collect information about guest, mention that you will introduce them, and they can tell a little about themselves.
 4. Help them select a seat and/or introduce them at a talkative table.
 5. After the meeting, talk to them again and have a blank copy of our membership application.
 6. Invite them to come to one of our social events.
 7. Follow up during the following month. Invite them to join you or come with you to an activity.
4. Prepares quarterly New Members Report for General Meetings.
5. Prepares Monthly Membership Report for Board Meetings.
6. Sends new members welcome packages.
7. Shares new member's interest information with committee heads as appropriate.

3. The Secretary shall be responsible for performing duties:

1. Keep minutes of the meetings and write letters for the organization.
2. Sends out draft minutes for review, comments, and edits to board members prior to approval at meetings. Gives approved minutes to the webmaster for posting to the website.

4. Treasurer shall be responsible for performing duties:

1. Keep an itemized account of all income and expenditures.
2. Monthly: Reconcile Newcomers ledger with bank statement from Bank.
3. Monthly: Prepare reports for Board Meetings:
 1. Treasurer's Report
 2. Quarterly Charity Donations Report
 3. Monitor and advise the Board on funds available for special events.

4. Monthly: Work with other members at General Meeting for
 1. cash receipts/payments
 2. 50/50
 3. Payments received for drinks
 4. Payment to Crosswind Café for service.
5. Pay all bills authorized by the approved budget.
 1. Ensure appropriate documentation/receipts/bills are submitted for all expenditures
 2. Issue checks for Newcomers expenditures.
 3. Issue a check to previous quarter's charity
 4. Update ledger with check number, date, recipient, reason and amount
6. Make deposits
 1. Make sure each received check is stamped for endorsement
 2. Document sources and amounts of all cash payments
 3. Update ledger with information about all cash and check receipts
 4. Prepare deposit slip
 5. Make deposits at Bank
7. Prepare Quarterly Treasurer's report for General meeting.
8. Manage annual membership renewals.
 1. Send out emails to membership about renewal deadline and available discount, if any
 2. Track status of membership renewals
 3. Prepare reports for Board on status of renewals
 4. Coordinate with Board members to follow-up with members who have not renewed.
9. Prepare an annual budget for review and approval by the Board.
 1. Prepare draft budget for next year in February.
 2. Lead discussion with Board on draft budget
 3. Make agreed changes to budget with approval from Board in March.
 4. Present approved budget at General Meeting in April
10. Annual reconciliation
 1. Prepare complete bank reconciliation packet as of March 31st.
 2. Submit to Newcomers President for review annually.
11. Submit tax return to the IRS
 1. NC Secretary of State website
 2. Review to ensure Newcomers still listed correctly as NC Non-profit corporation.

5. Past President shall be responsible for performing duties

1. Act as a voting ex-officio member of the Board for the year(s) after a completed term as President
2. Act in an advisory capacity.

6. Directors shall be responsible for performing duties:

1. Conduct projects as determined by the Board.
2. Write thank you cards as appropriate.

7. Newsletter Editor shall be responsible for performing duties:

1. Collect information from the activity coordinators and column from the President.
2. Create the newsletter.
3. Distribute to the membership via e mail on the first day of the month.
4. Encourage members to submit photos of activities.

8. Publicity Coordinator shall be responsible for performing duties

1. Write press releases and distribute to local papers.
 1. Hickory Daily Record. news@hickoryrecord.com
 2. Focus Magazine. focusnews@centurylink.net
 3. Taylorsville Times. taylorsvilletimes.com
 4. Caldwell Journal. maryjackson@caldwelljournal.com
2. Purchase rack cards as needed. Typical order is 1,000.
3. Distribute Newcomers information on bulletin boards or provide clear plastic holders and rack cards advertising NCV.
 1. Hickory Convention Center Welcome Center - 1055 Southgate Parkway SW
 2. Hickory County Chamber of Commerce - 1960 13th Avenue Drive SE
 3. Hickory Airport - 3101 9th Avenue Drive NW
 4. Patrick Beaver Library (at Salt Block) - 375 3rd Street NE
 5. Mountain View Library (Southwest Branch) - 2944 S NC 127 Hwy
 6. Ridgeview Library - 706 1st Street SW
 7. Granite Falls Library - 24 S Main Street, Granite Falls
 8. Bethlehem Library - 45 Rink Dam Road, Ste A
 9. Catawba County Library - 115 W C Street, Newton
 10. Hudson Library - 38 Central Street, Hudson
 11. Caldwell County Library – 120 Hospital Avenue NW, Lenoir
 12. Catawba County Council on Aging - 400 17th Street SW

9. Program Coordinator shall be responsible for performing duties

1. Attend General Meetings.
2. Schedule the program for the monthly meetings.
3. Inform President of scheduled programs to share with Board members.
4. Introduce speakers.
5. Write thank you cards as appropriate.

10. Hospitality coordinator shall be responsible for performing duties

1. Reserve the conference room at the Patrick Beaver Library at least 60 days in advance of a board meeting.
 1. The hospitality coordinator must be a resident of Catawba County to reserve the conference room.
 2. Forward confirmation email to the president.
2. General Meeting: Reserve the room at the Hickory Airport for the general meeting by contacting Crosswind Café. Teresa Rozzelle, owner. 828-244-9518.
 1. If we are having our general meeting off-site (a location other than at the airport), tell Crosswind Café the month before.
 2. If we are having our general meeting off-site (a location other than at the airport) arrange to have a sign on the door informing potential guests.
3. General Meeting Snacks:
 1. At each general meeting provide a sign-up sheet to bring snacks.
 2. If no one has signed up, send an email two weeks before the general meeting, seeking two volunteers to bring snacks.
 3. As soon as you know who will be bringing snacks, inform the president so he/she can thank the people at the general meeting. Inform president of any changes.
 4. A few days before the general meeting, call the people who are to bring snacks reminding them.
4. The day of the general meeting call Crosswind Café to remind them that we'll be there that morning. They open at 8 a.m.

5. The day of the general meeting get to the airport at around 9:30 a.m.
 1. Set up Sign-in table:
 1. Two sign-in sheets, and one pen
 2. NCV Application
 3. Basket for Quarterly Charity checks
 4. 50/50 tickets
 2. Table for snacks and snack sign-up sheet and pen.
 1. Put out the plates, napkins and forks.
 3. Set out name tags.
 1. Set out loose name tags for visitors to use.
 4. Post sign and set out basket to collect donations towards refreshments.
 5. Set out bucket for donations.
6. Give completed member sign-in sheets to the Secretary.
7. Beverage money to be given to the Treasurer. Treasurer pays Crosswind Café \$30.
8. Ensure tables are cleared.

11. Activities Coordinators shall be responsible for performing duties

1. Serve as the coordinator of the schedule of monthly social activities.
2. Use email protocol for messages send to the entire membership.
3. Limit emails to the entire membership.
 1. Each activity may send up to three emails per event
 2. Announce the event
 3. Reminder
 4. Final confirmation
4. Use method requested to reduce “reply all” problem
 1. Send email to: Self
 2. Blind copy ncvgooglegroups.com
 3. Write thank you cards as appropriate.

12. Web master ensures technical operations of the site.

1. Web calendar Coordinator: Responsible for the web calendar:
 1. Includes collecting data for monthly socials, weekly events and yearly special events
2. Web membership:
 1. Updates data base for all members.
 2. Add new members to directory and map.
 3. Adds new members to the googlegroups list.
 4. Provides new member listing each month to newsletter editor
 5. Post event photos to website.

13. Charity Coordinator

1. Goal is to donate in each of the four counties where we have members.
 1. Catawba
 2. Caldwell
 3. Alexander
 4. Burke
2. Once a year we donate \$200.00 (budget permitting) to three or four charities that do not have wish list or items easy for our members to donate.

3. Quarterly charities dates:
 1. January - March
 2. April - June
 3. July - September
 4. October - December - This quarter's charity is always Toys for Tots.
4. Select a quarterly charity.
5. Present to board one month in advance of the next quarter.
6. Visit the selected charity of the quarter, speak to the person in charge and get their wish list.
7. Give the wish list to the newsletter editor by the deadline.
8. Prepares Monthly Charity Report for Board Meetings.
9. Prepare Quarterly Charity Donations Report for General Meetings.
10. At the monthly meeting;
 1. Put two copies of the charity wish list on each table.
 2. Provide a brief description to members at the beginning of the quarter.
 3. Take donations to the charity.
11. Half of the 50/50 ticket sales will go to the charity.
 1. The Treasurer will provide a check at the end of the quarter to take to the charity.

14. The Sponsor Coordinator shall be responsible for performing duties;

1. Monitor the Sponsors on the NCV Web site
2. Send reminders to renew sponsorship
3. Encourage new sponsors
4. Promote the use of sponsors at monthly meetings.

15. Special events committee shall be responsible for performing duties;

1. Plan a variety of events
2. Maintain a calendar of events for the year.
3. Request funds from Board in advance
4. Follow email protocol for googlegroups list.

16. Members helping members

1. Coordinates support for members with short term needs.