

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 and sending an email to their email address.

1st 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.

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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 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 1st 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.

VICE PRESIDENT/PROGRAMS:

1. Plan and facilitate programs and Show-n-Tell guest speakers, etc. prior to the general meetings.
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.
8. Backup the V.P. Social in the case he/she has to be out of town when an event comes due. This will require working very closely with the V.P. Social to coordinate meeting programs.

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VICE PRESIDENT/TRAINING AND EDUCATION:

1. Coordinates all training activities of the club, determines which classes are to be taught, creates the class schedule, makes contact with the POA Coronado Center for the classroom and schedules the instructors.
2. Communicates the class schedules to the Webmaster, Newsletter Editor and the VP of Communications.
3. Oversees the storage and usage of the Club's equipment.
4. Makes sure the instructors maintain an accurate description of their class offering. Stay in communication with them to ensure they are ready to present the class at the assigned time.
5. Working with the Laptop Maintenance person makes recommendations to the Board regarding the purchase of computer hardware, software and other items needed to maintain the Club's equipment and software (such as computers, monitors, scanners, projection lamps, cables, carts, software updates, etc.)
6. Maintain an inventory list of all software assets purchased for Club use. Update the list annually.

INSTRUCTIONAL COORDINATOR:

1. Assists the Vice President – Training and Education with scheduling and coordination of classes and record keeping.
2. Takes all reservations for classes and maintains class rosters.
3. Advises the Vice President – Training and Education and the class instructors on class enrollments.
4. Contacts individuals who have signed up for a class two days before the scheduled class date to confirm their attendance at the class.
5. Prepares an updated report on classes for each Board Meeting.
6. Secures an appropriate number of class assistants, one of which must be a Board member who will be responsible for checking the role and collecting the class fees. This person will turn the fees over to the Club Treasurer according to established guidelines. The assistants should arrive in sufficient time before the scheduled class time to set up the equipment and store the equipment after the class.
7. Assists Board members, speakers and others with the set-up of Club equipment for the General Meeting.

VICE PRESIDENT/MEMBERSHIP:

1. Provide membership forms for the collection of dues at each general meeting. Forms should be given to the Newsletter Editor and posted on the web page.
2. Collect yearly dues and give them to the Treasurer, with documentation, for deposit to the Club's bank account.
3. Maintain an official membership record and provide the registry to the membership. Provides a back-up copy to the Editor on a monthly basis.

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4. Maintains an E-mail file of all Club members and use it for special notices that must be communicated to the members when necessary. Provide a back-up copy of this file to the Editor on a monthly basis.
5. Purge the membership of non-paying members on February 28th of each year.
6. Provide nametags to new members.
7. Ensure that each Board member has an appropriate nametag when they assume their positions.

VICE PRESIDENT/COMMUNICATIONS:

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. Serves as substitute secretary at Board and general meetings in the absence of the Board Secretary.
4. Attends the POA Newcomer's Coffee to share information about the Club's activities, training opportunities, meetings, etc.
5. Alert the Newspaper regarding the President's name, phone number, e-mail address (whatever is appropriate) for publication under Clubs and Organizations.

VICE PRESIDENT/SOCIAL:

1. Organize, facilitate, and host the monthly breakfast meetings.
2. Organize and supervise a social committee of volunteer members as needed to make Breakfast Meeting presentations successful.
3. Facilitate communication of breakfast meetings presentations through the Vice President/Communications, the Web Master and the Newsletter Editor.
4. Backup the V.P. Programs in the case he/she has to be out of town when an event comes due. This will require working very closely with the V.P. Programs to coordinate meeting programs.

Vice President /Instructional Technology (VPIT)

The VPIT is responsible for maintenance of the Club's computer equipment. This will include performing an update of all classroom software during each of the intervals between the class sessions (currently two times a year). The procedure is to disable protection software and allow the computer to perform all of the automatic updates and then to trigger manual updates for all other software titles where such are available. Any updates requested by or supplied by the instructors are installed at this time. Finally, each application software program should be tested to assure that it is working. Backup Software is then used to update the copy of the computer's software on the external hard drive.

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The VPIT is to receive all computer maintenance report slips and will attempt to fix the problem. If the problem is not a software problem then the repair will be referred to either one of the members who performs hardware repairs or to an authorized repair shop.

The VPIT will from time to time recommend to the Board the replacement of hardware and/or the purchase of updated software for the Club's classes. Urgent repairs and/or replacements will be purchased out of the funds allocated by the board for use at the discretion of the VPIT.

EDITOR:

1. Prepare and publish a newsletter monthly, either in written form or via the web page, 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.
2. Solicit "want ads" of items for sale or needed by members. Communicate such ads to the Webmaster for inclusion on the web page.
3. Maintain an E-mail back-up file of all Club members. This will be provided by the Vice President Membership on a monthly basis.
4. Maintains a back-up roster of all members of the Club which shall be provided by the Vice President Membership on a monthly basis.

WEBMASTER:

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