

Duties For FunLakers Officers & Other Club Positions

President (s)

Vice President(s)

Treasurer

Secretary

Membership

Publicity

Activities

Hospitality

Webmaster

PRESIDENT - Summary of Duties

The president provides leadership, guidance and direction for the club and ensures that it runs as a smooth cohesive operation.

- Conducts monthly Board Meetings
- Prepares agenda for board meetings
- Guides and assists committee chairpersons
- Ensures that chairs perform their functions as required and in a timely manner
- Assists in publicity requirements of the club – i.e. brings updates of the new officers that are on an announcement of our club and its activities for the bulletin boards at Oakwood, Cottonwood and Sun Lakes Country Clubs.
- Addresses club members at social functions
- Attends new member functions held three times a year
- Ensures that the incorporation papers are filed appropriately

Specific Duties to be done soon after instated into position as President:

- Change the name on the mailbox at the UPS Store near Safeway
- Order new name tags for the board members:
Crown Engraving 821-4680 (920 N. Chandler Blvd.)
- Reserve meeting room at Oakwood Arts & Crafts Center in the Arts & Crafts Room at Oakwood Country Club – usually around the end of December for the next year. Contact 802-4937 (Patrol Office)
- Appoint Nominating Committee (during the first quarter of the year) consisting of at least three members to select the candidates for each office for the next year.

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VICE PRESIDENT - Summary of Duties

- Assists the President with duties and assumes the duties of the President in his/her absence.
- Participates in monthly Board Meetings and activities.
- Provides leadership and guidance when the President is not available.
- Guides and assists all Board Members as needed when requested to so by President.
- Assists where needed at club functions.
- Coordinates digital photo support for each event and understands the emphasis and use of photos to promote fun and advertising for events and new membership.
 - a). Digital images will be sent to the Webmaster for posting on the website.
 - b). Print images will be sent to the Hospitality Chair for posting on Events Boards.
- Coordinate Webmaster support activities.
- Maintains the Event Publicity Board and easel; updates and displays the board at each event with information about the next event.

ALSO IN CHARGE OF- SMALL GROUP EVENTS

Small group events are very popular and it's a great way to get to know a small group of people in a short time span. Usually the group size is around 12 – 18 people. That is a size easy to accommodate when making reservations at a restaurant or sitting together at a play. However, when we go to the Botanical Gardens the group has been a lot larger and they have plenty of room for a larger group (45 or so).

Check events for Sun Lakes Theatre, and local dinner theaters as well as plays coming up. People enjoy going to restaurants and professional sports so check schedules for home games.

You need to get the information to the club well in advance of the event - so it must be written up and sent to the person doing the newsletter by the first of each month. Then remember the club members will be receiving the newsletter in the mail around the 12th of each month.

Some events require that you purchase tickets in advance. (Like a block of theatre tickets.) Do not pay for a group of tickets from your own personal bank account because if you buy too many tickets you will not be refunded any money.

When people sign up for the event, be sure and collect their money if appropriate – then you will know if they are really committed to going. If they pay by check, have them make it out to you, personally, and not to the club as there is less paperwork involved. If the event is a restaurant, then there is no need to collect their money as everyone will be ordering off of the menu and they can pay individually.

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TREASUSER - Summary of Duties

The Treasurer maintains accurate financial records for the Club, attends monthly Board Meetings and performs the following tasks:

1. Maintains checking account:
 - a). Issues checks for operational expenses of the Club.
 - b). Deposits income in a timely manner.
 - c). Reconciles bank statements monthly.

2. Coordinates with Activities Committee:
 - a). Receives and deposits income collected for each activity.
 - b). Issues checks for required deposits for activities.
 - c). Issues checks for activity expenses.

3. Prepares a monthly Financial Report:
 - a). Report includes all income and expenses for the month.
 - b). Report includes a financial analysis of the monthly social activity.
 - c). Report is e-mailed to Board Members prior to each Board Meeting.

4. Maintains a chronological record of deposits and expenses:
 - a). Uses Excel Program to maintain records.
 - b). Uses data from the computer entries to issue reports useful to the Board.

5. Organizes and retains an orderly file of financial records including:
 - a). Receipts, deposit slips and bank statements from Bank of America.
 - b). Copies of monthly Financial Reports.
 - c). Other financial correspondence.

6. Periodically picks up mail from the Clubs mailbox at UPS (by Safeway).
 - a). Bank of America Bank monthly statements.
 - b). Correspondence from SPS regarding Incorporation.
 - c). Annual liability insurance policy renewal.
 - d). Miscellaneous correspondence.

7. Participates as an active member of the Board and assists with the activities of the organization.

8. Supports other Board Members as needed.

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SECRETARY - Summary of Duties

The Secretary's main function is to take minutes at each month's Board Meetings and transcribe those minutes in Microsoft Word. Please refer to the minutes from previous months in the Secretary's Book.

The Secretary then places a copy of the minutes in the Secretary's Book and sends the minutes via e-mail to all current Board Members.

The Secretary also sends out (via e-mail) any e-mail blasts to remind people of the upcoming socials. This is done on an Outlook Mail Merge Program. The list of members and e-mail addresses are given to the secretary from the membership chair.

The Secretary is to maintain an updated copy of the 40s/50s Club By-Laws with the current Board Member's signatures. A copy of the updated By-Laws is to be saved on the yellow diskette located in the Secretary's Book, and a hard copy is also to be kept in the Secretary's Book.

The Secretary is to prepare any correspondence as requested and approved by the Board and to give copies of the correspondence to the current President of the Board.

The Secretary is responsible for maintaining and completing the paperwork required for the club's incorporation.

The Secretary is to attend and participate in the monthly Board Meetings. If the Secretary cannot be present, they are responsible to ask another Board Member to assume the responsibility of that month's minutes.

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Membership Chair - Summary of Duties

- Maintain and keep a backup of the 40s50s master data base.
(Currently using Microsoft Excel software.)
- Enter new members in the 40s50s data base.
- Hold all membership checks and give to treasurer at next board meeting. Make 3 copies of check/application form for each new member.
(1 – for Hospitality; 1 – Treasurer; 1 – for your file)
- Mail a *Welcome Letter* and a current DIRECTORY to all new members after receiving their check.
- Respond to phone and email inquiries for new people who wish to join club.
Mail applicants newsletter (the application form is inside).
- January's NEWSLETTER will announce that the membership fee is due by the end of February and we will be printing a new current Directory. We give people an extra month to get their checks in to Membership Chair. At the end of March purge data base of all non-renewing members. Make a copy for each household (on blue paper). Make 30 extra copies for you to use during the rest of the year as new members join. Make labels using the steps outlined in the E-Mail Merge Handout Sheet. Purchase stamps and legal-size envelopes to mail them out to members.

Monthly Board Meeting

- Attend the monthly board meeting and report the member count for the current month as compared to last year. Use the Membership Report Grid on the CD to add your current count.
- Prepare a list of new members for the month and give to Hospitality as they use it for their quarterly get-togethers for new members.
- Email an up-to-date copy of the membership data base to all board members a few days before the board meeting.

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PUBLICITY CHAIRMAN - Summary of Duties

The Publicity Chairman is responsible for writing and editing the 40s/50s+ monthly newsletter. They are responsible for writing all club news articles and submitting them to various publications.

Newsletter: The Publicity Chairman obtains the board approved upcoming activities and all information and the dates from the activities chairman and publishes a monthly newsletter with current date club news and activities. The newsletter is generally published using Microsoft Publisher and mailed by approx. the 10th of each month. However, activities reservations deadlines determine if it should be earlier.

An “Activities Form” was established to give the publicity person the correct and complete information on the current activities, as well as directions to events and the contact person(s) for reservations. The various deadlines change from month to month. All information regarding event, reservations, description and contact person(s) will be documented for publication.

News/Press Releases: The Publicity Chairman is responsible for writing all club news articles and submitting them to the Splash, and The Republic.

Membership information will be sent to the Publicity Chairman each month by the Membership Chairman including new and current member names, state, and phone numbers. Also included should be current member count. This list is then converted into labels for mailing newsletters. Newsletters should reach members by the 15th of each month. Stamps, labels, and printing charges are purchased by the Publicity Chairman and reimbursed by the Treasurer when receipt is presented.

The completed newsletter is e-mailed to the Webmaster for placement on the 40s/50s Website:
40s/50sclub.150m.com

Maintain a folder of all newsletters and a binder for all activities for future reference.l

SPLASH editorial@robson.com
Republic artgbear@aol.com

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Activities Chairperson(s) - Summary of Duties

Concept: The Activities Chairperson is the Board Member(s) who organizes, coordinates and supports the Planning Committee(s). The Planning Committee is that volunteer group of members who help plan club activities, and from that group, Event Planning Chairpersons are identified. Event Planning Leader take the lead in planning "their" event. The Planning Committee (members of the club) are invited to gather twice a year (usually early March and mid to late September) to develop a proposed schedule of events for the upcoming 6 months.

In March, activities are planned for July through December. In September planning is for January through June of the succeeding year. The Activities Chairperson presents the proposed schedule of events to the Board for approval. The Planning Committee proceeds with planning approved events. Active solicitation of committee volunteers and suggested events from the membership is an ongoing board responsibility that is accomplished by personal invitation, event registrations forms, memberships polls and other methods. The Activities Chairperson maintains Summaries of Club events in an Activities Record Book to facilitate planning for future events.

Process Timing: In concert with Club By-Laws for orientation of new board members, the incoming Activities Chairperson (or Co-Chairpersons) begins organizing the coming years' Activities Committee by March/April each year. The proposed schedule of events for the first 6 months of the year is presented to the combined board in October; the events for the last 6 months is presented in May. Upon Board approval, the Activities Chairperson empowers and supports the respective Event Planning Chairpersons. The Activities Chairperson ensures monthly activities planning updates are made to the board.

Job Description:

The Activities Chairperson is an elected member of the Board of Directors and performs the following duties:

- 1) Develops/Maintains a Perpetual List of Activities Committee Volunteers
 - a) Secures the current list of interested/participating committee members from the outgoing Activities Chairperson.
 - b) Continually updates the list with newly identified volunteers
- 2) Organizes the Activities Committee for the purposes of developing a proposed schedule of club events and identifying the Event Planning Chairpersons:
 - a) Recruits/identifies committee volunteers beginning in March/September at the Event Planning meeting
 - b) Conducts planning sessions to develop a proposed schedule of events
 - c) Identifies Event Planning Leader for each event
- 3) Present proposed schedule of activities and all contracts to the board for approval:
 - a) Presents proposed schedule of events for July through December to the combined board by May
 - b) Presents proposed schedule of events for January through June of the succeeding year in October.
 - c) Proposes early booking of rooms/caterers/bands/disk jockeys, etc., for upcoming major events (i. e. Holiday Dinner Dance)

- 4) Coordinates with the Activities Committee:
 - a) Meets with Event Planning Chairpersons for each monthly event to assist in developing general plans, a budget, vendors, rooms/locations and other assistance, as required
 - b) Makes Activities Record Book available as a planning resource.
 - c) Communicates board direction to Event Planning Leader.
 - d) Supports Event Planning Leaders as they seek information about potential venues, vendors, caterers, etc.
 - e) Monitors to ensure that all is in readiness the day of the event
 - f) Screens newsletter activity write-ups and re-caps of events before sending to the Publicity Chairperson
 - g) Sends a thank you note to the Planning Committee Leader thanking the committee for the work they did on an event (can be done via e-mail)

- 5) Present a monthly report to the Board:
 - a) Summarizes the outcome of recently concluded events, to include: participation, revenue, expenses, the quality of location/catering/entertainment and overall assessment.
 - b) Outlines plans for the next two events:
 - 1) Event type/description; location and capacity of venue; arrangements for catering, entertainment and event set-up.
 - 2) Overviews publicity initiatives for upcoming events.
 - 3) Reports projected participation based on reservations received.
 - c) Outlines planning progress for the years' remaining events.

- 6) Maintains an Activities Record Book
 - a) Updates the general reference section that identifies information about: rooms/venues (location, size, capacity, features, costs, contacts, etc, vendors (type, costs, contacts, etc) and other planning information
 - b) Obtains and files the planning and outcome report for each event (Financial Report supplied by Treasurer) as well as written report supplied by Event Planning Leaders.

- 7) Participates as an active member of the Board and assists with the activities of the organization.

- 8) Supports other Board members as needed.
 - a) Assists the Membership Chairperson at the annual Club/Activities information and sign-up day that is held in the fall for each HOA

- 9) Each co-chair person shall serve for a period of 2 years; rotating out of the job one at a time so that there will always be one experienced member to assist new committee members. (I.e. Both co-chairs begin their term in June 2008. One co-chair serves from June 2008 - June 2010; a new board member will be asked to join before the 2010 term is over. The other existing co-chair member will serve from June 2009 - June 2011).

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Hospitality – Summary of Duties

1. Monthly Board Meeting:

Hospitality will attend the Monthly Board Meeting and report on the quarterly Welcome Social if it was held the previous month, or if planned for the upcoming month.

Hospitality will also report any positive or negative issues from the last monthly group event that they were made aware of.

2. Monthly Events

A list of the attendees for the monthly group event will be provided (preferable by email) to Hospitality within 2 days of registration close. Name tags for the event will be made up. For the first six months, new members will have a *(star) on their name tag to designate to others that they are new to the club.

Hospitality will arrive 15-30 minutes prior to the start time of the monthly event to set up and be prepared to greet members as they arrive. Name tags will be handed out as members arrive and any necessary directions specific for the event will be given as needed, i.e. how seating is being determined.

3. Welcome Social for New members

Hospitality's purpose is to welcome all new members into the Club by hosting an informal Social on a quarterly basis.

The location of the Social should be at one of the Hospitality Committee's home. If this is not possible, arrangements should be made for a room at one of the Club Houses.

Hospitality can provide beverages, snacks and/or desserts. Receipts are to be turned into the Club Treasurer for reimbursement. Paper goods should be used from the Club's inventory.

Hospitality will call New Members from the membership list at least 1-2 weeks prior to the Social and offer a personal invitation with directions to the host home. Any new members from the prior quarter that could not or did not attend should be contacted and invited again.

The Social should be from 7:00-8:30 pm, generally on a weeknight.

New Members should be greeted at the door and name tags provided. Direct the members to the beverages and snacks, if they are made available, and encourage them to mingle with others present.

The social should be started with the Board Members who are present, introducing themselves and giving brief information about themselves and their position on the Board. New members should then introduce themselves with a short history of their background, prior residence and why they joined the Club.

Photos of previous events (on poster board) should be displayed. Copies of the last newsletter should also be available.

4. Club Supplies Inventory

One of the Hospitality people will store the Clubs supplies at their home. An Inventory should be kept current of all the items. Committee members for each event will be sent a copy of the inventory and advise the storage person what items they need for that months event. Items needed for the Monthly Event will be picked up and returned clean by a committee member working on the event.

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Webmaster – Summary of Duties

The 40s50s+ webmaster reports to the board but is not an officer of the club. He/She will attend the monthly board meetings at the discretion of the president

The 40s50s + webmaster is a computer literate person who is responsible for the maintenance and upkeep of the 40s50s+ website. The webmaster **oversees all the technical aspects and some content of the website.** This includes the software used, coding the web pages, and the look and feel of user interface.

The webmaster designs the website with input and direction from the 40s50s board members and makes sure that the site is kept running smoothly, so it can be accessed by its members or by the general public. The goal of the webmaster is to make sure that the website is easy to read, easy to navigate, and that the colors and layout are pleasing to the eye. Webmasters may either use **HTML code** or a **Web-creation interface** to create and update a website. If someone comes across a problem on a website, there is a link on our site to **e-mail** the webmaster in order for him/her to solve any problems.

1) **Skills:**

- ✓ HTML experience or aptitude to learn how to use HTML in order to support changes to the site.
- ✓ Basic knowledge of JavaScript or aptitude to learn how JavaScript works on the site
- ✓ Knowledge of and access to Web Development tools including use of FTP

2) **Web Page Content**

Ongoing duties of the webmaster include the following updates to the content of the website:

- a. The newsletter is e-mailed to the webmaster and the content is used to update the website activities page, small events page, new members page and any other areas as appropriate.
- b. The newsletter is converted to a .pdf file (portable document format) and posted on the newsletters page.
- c. Photographs of events are sent periodically to the webmaster after an event. The pictures are formatted into a 'slide show' using existing templates and uploaded to the website as soon as possible after an event.
- d. Web Forms are used for a variety of reasons to get input back to specific individuals. These web forms are updated periodically with the e-mail address of the appropriate individual(s).

3) **Website Vendor**

- a. The webmaster maintains the relationship with the hosting service (150m.com) and makes sure that the site is renewed on a 6 month or yearly basis.

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