

BONNYBROOK SOCIAL CLUB

ORGANZATIONAL STRUCTURE AND POSITION DUTIES

The below descriptions are not complete in all positions. Rather, they are intended to provide an understanding of each position and how they interrelate for the organization.

The President (Club Officer) (1)

The President oversees all club activities. The President presides over The Board of Directors meetings and member meetings. He/she works with all officer and Committee Chairs as needed or is procedurally stipulated and to insure that each is directing their group in the intended manner.

The Secretary (Club Officer)- (1)

This person is responsible to take the minutes at all Board of Directors meetings and member meetings when requested by the president. The person is a voting member of the Board. The minutes are sent to the president for approval and then distributed to the board for review.

The Treasurer (Club Officer)- (1)

The Treasurer is responsible for developing, monitoring and reporting the club financial status to the Board of Directors or membership when directed by the President. The Treasurer performs a monthly reconciliation of club finances and balances it against bank statements. As a voting member of the Board, he/she collects all proceeds and pays for all supplies and services for club activities. This person is also the primary contact with our designated bank and will work with the bank when necessary.

The Vice President(Club Officer) (1)

The Vice President assists the President with the President oversight duties as instructed from the President. He/she is a voting member of the Board of Directors and will assume the President's duties if the President cannot continue in office. In addition, the Vice President has oversight of The Vice President's

Committee. The Vice President is considered to be the Event Organizer of all member meetings at Laurel Manor.

The Vice President's Committee

Setup-Take Down Group (8)

Individuals are selected by the Vice President for specific weeks or events. They will attend the meeting/event in time to help set up the room and stay afterward to help clean up the event.

Street Rep Coordinator (1) The Coordinator is the liaison between the street representatives and the Vice- President and is a voting member of the Board of Directors. He/she instructs all street reps and directs new representatives regarding new residents, and potential mass communications to all residents. The coordinator is free to conduct their own meetings or manage the representatives., The coordinator will report Wellness group activity and member status changes to the Board.

Wellness Group (2)

This group Reports to the Street Rep Coordinator. They provide cards, flowers, or other amenities sent to members for illness or sympathy. They react to information received from the Officers, the Street Coordinator, or Membership person.

Street Representative Group (14)

The Street Representative is the Club representative at specific locations throughout the village. Each representative has a particular street(s). We intend to cover every street with a rep, but this is not always possible. Representatives are expected to be aware of any new residents moving in as well as any club members who are leaving the village. Any and all movement needs to be reported to the Coordinator. New residents are to receive initial contact and or assistance to invite them to the club, furnish them with proper information and supply current activities and volunteer opportunities. Representatives from time to time may be required to distribute flyers within their area. They also must report all deaths, and illnesses (advised to the Wellness (group) and to the Coordinator

The Entertainment Committee

Entertainment Coordinator(1)

The Entertainment Coordinator is the Chair of the Entertainment Group and is a voting member of the Board of Directors. The Chair also has oversight of the event group.

Entertainment group (2)

The committee books entertainment to be seen at the monthly meetings. The group coordinates any specific setup necessary to the VP.

The committee also works with the Storage Committee regarding supplies necessary for each event. including decorations.

The Event group (3)

This group reports to the Entertainment Coordinator. The group determines what events will occur between monthly meetings. The group assumes all organizational setup and supplies which includes seeking Villages approval or facilities for each event. All selections must be approved by the board of directors.

The Vice President is to review the area or room set up for each activity. It's important to note that some events may have an Event Organizers outside of this group The event may require extensive activity outside the general scope of the group. Event Organizers are assigned by the Event group and are expected to work with the Event group and the Entertainment Chair.

The Storage and Supplies Committee

Storage Coordinator (1)

The storage Chair is responsible for the maintenance of the storage unit and for displaying holiday decorations. This individual is a voting member of the Board. He/she will work with all other committees to supply their needs and insure the return of supplies to the storage unit.

It's assumed that there is discussion with the event organizer as to what might be needed to replenish supplies upon return, thereby not "blindsiding" the Coordinator as to what may be needed later.

Shopping Group (3)

The shopping group is instructed by the Storage Chair to shop for specific items for club events. After shopping, they will deliver the items to the setup group. The shopping group member will submit a receipt to the Treasurer for reimbursement. The Treasurer will write a club check to the group member who purchased the goods.

The Membership Committee

Membership Coordinator-(1)

The Membership Chair is responsible for maintaining the Excel sheet that has member personal information. This includes its accuracy, the adding and subtracting of members, and communicating information when necessary. This individual also distributes membership stickers for all members and orders and distributes member badges for new members. The person is a voting member of the Board of Directors meetings and reports member status when requested.

Check-in and Dues Group (2-3)

The Membership Coordinator is part of the Check-in and Dues group and oversees the check-in process of all meetings when directed from the president. The check-in process can include the collection of dues and fees. After the event, the money is submitted to the treasurer or president if the treasurer is not available.

50/50 Group (4)

These people report to the Membership Coordinator. The Coordinator will determine who is to work on a given week. They will conduct 50/50 at all club meetings and designated events as mandated by the board or President. They are responsible for obtaining the bank from the treasurer and are responsible for submitting all of the club proceeds and original bank to the treasurer or president to distribute winnings.

Webmaster(1-2)

The webmaster position is responsible for posting and managing all data to the web. He/she builds the club site and also builds data access routes to populate the

website for other Officers. The webmaster is a voting member of the Board of Directors.