

## **Duties and Responsibilities of Officers**

### **President**

- Develops agendas, schedules a meeting place and presides over all Board and General Membership meetings
- Appoints the chairpersons of all committees, including the Nominating Committee
- Maintains annual corporate registration
- Oversees individual Board activities
- Writes communication as appropriate to members, i.e. welcome message, issues, etc.
- Establishes a Nominating Committee, serves as a non-voting member of said committee
- Attends as many social functions and New Member Receptions as feasible
- Reviews all routine and non-routine communications
- Submits final report
- Works with Treasurers to plan and develop a budget

### **Activities Coordinators/Vice Presidents**

Manages all New Neighbor activities including the following:

- Trains Activity Chairs
- Encourages Activity Chairs to send electronic photographs to Publicity & Social Media Coordinator and Photo Coordinator
- Provides any needed support or assistance to the Activity Chairs
- Coordinates communications between the Activity Chairs and Publicity & Social Media Coordinator
- Develops and maintains a master calendar of activities
- Sets up activities/events on Eventbrite or other event management program
- Ensures that liability coverage is contractual if using outside vendors
- Encourages Activity Chairs to recruit members to serve as chairs for each activity during the following year
- One of the Activity Coordinators attends, as feasible, each New Member Reception
- Ensures that Activity Chairs submit newsletter and publicity information by the deadline and according to the stated format
- Ensures that each Activity Chair prepares a written year-end report with detailed information about their activities
- Submits final report
- Works with Treasurers to plan and develop a budget

### **Treasurer**

- Maintains fiscal records
- Prepares and presents a monthly financial report
- Develops and adheres to a yearly budget
- Files necessary tax returns and other documents required to maintain the organization
- Allow the Executive Committee to authorize the Treasurer/Assistant Treasurer to file taxes in lieu of hiring a professional
- Collects and deposits all checks and makes disbursements for activities
- Maintains copies of all contracts, certificates of insurance, and other required documents entered into on behalf of the New Neighbors organization
- Validates Payment Card Industry (PCI) compliance annually to ensure that credit card data provided by cardholders is protected
- Submits fiscal Year End statement
- Works with other Board members and Activity Chairs to plan and develop overall budget

### **Assistant Treasurer**

- Succeeds the Treasurer, requiring the holder of this position to make a two-year commitment
- Assume responsibilities of Treasurer when Treasurer is absent or unable to perform their duties
- Reconciles monthly bank statements
- Conducts reviews of expenditures and deposits at least quarterly
- Performs other finance related duties as determined by the Board of Directors
- Works with other Board members and Activity Chairs to plan and develop overall budget

### **Secretary**

- Prepares and electronically distributes the minutes of each Board meeting to all Board Members
- Records, maintains and updates any New Neighbors Bylaws or Policies and Procedures revisions and distributes to the Board of Directors for approval
- Manages applicable correspondence
- Maintains the New Neighbors Inc. Minute Book
- Maintains the New Neighbors Inc. legal documents
- Submits final report

## **Duties and Responsibilities of Committee Chairs/Board Members**

### **Membership Coordinator**

- Responds to membership inquiries
- Approves membership applications, verifies completion of hold harmless waiver form and payment of fees
- Assists new members with online processes and in connecting with activities of interest
- Monitors current membership lists
- Provides Assistant Digital Director with current membership list
- Ensures that a member is responsible for ordering and distributing New Neighbor name tags to new members
- Ensures new members are welcomed by welcome committee
- Possesses the level of computer skills and access to the equipment needed to perform the responsibilities of this position
- If a part-time resident's application is received, the Membership Coordinator will advise the applicant of the impact part-time residency may have on their participation in New Neighbors. It shall be the responsibility of the Membership Coordinator to keep a record of contacts with the applicant. That record shall be delivered to subsequent Membership Coordinators for future reference
- Submits a final report and timeline
- Works with Treasurers to plan and develop a budget

### **Publicity & Social Media Coordinator**

- Acts as a liaison between New Neighbors and the media resources, including, but not limited to, the *TWATL*, *The Landings Journal*, *The Skinnie*, *Skidaway Times*, *Skidaway Island Neighbors Magazine*, the TLA Message Boards, Nextdoor, Facebook, Instagram, and others
- Submits articles detailing special New Neighbors events and takes (or arranges for pictures to be taken) as many photographs of New Neighbors activities
- Provides TLA Welcome Lady with flyers about New Neighbors
- Archives Photos with date time activity
- Promotes upcoming New Neighbor events that have not been sold out by showcasing on Facebook or through other media sources
- Manages Facebook, Instagram and supports Digital Director/Assistant Digital Director
- Submits a final report and timeline
- Works with Treasurers to plan and develop a budget

### **Photo Coordinator**

- Collects photos from New Neighbors events
- Uploads photos to Google Drive with event titles and descriptions
- Posts photos to website

### **Social(s) Coordinator(s)**

- Responsible for four New Neighbor events each year. The events are:
  1. The “Welcome” Luncheon in September for new Members
  2. “Spring Social” in late February
  3. “End of Year Social”, to introduce the new Board that starts July 1 and to thank the out-going Board
  4. “Thank you” event for all Activity Chairs
- Review scheduled events and activities from the various organizations and the Club before establishing the event date to ensure there are no conflicts
- Establish type of event, theme, time of day and food that would be applicable for the event
- Schedule and reserve the date with Club event coordinator. Meet with Club event planner to decide on food and all other club related items such as bar, table set up, etc.
- Determine and coordinate any Décor rental and entertainment details
- Establish the budget for each event and anticipated number of attendees. Determine the price per ticket for each New Neighbor member
- Coordinate payment and track sign ups on Eventbrite
- Send “Save the Date” write up to the Activity VPs several months prior to each event
- Prepare the “invitation” with event details, pricing, sign up information and registration deadline. This should be in the 15<sup>th</sup> New Neighbors Eblast the month prior to the event.

### **Meet & Greet Receptions Coordinator(s)**

- Coordinates small gatherings for new and potential Members
- Develops and submits a budget to the Board
- Secures venues
- Arranges refreshments
- Maintains an invitation list
- Issues invitations
- Assembles information about New Neighbors, The Landings, and Savannah
- Writes appropriate thank-you notes
- Compiles a list of names and email addresses of attendees
- Submits a final report and timeline
- Works with Treasurers to plan and develop a budget

### **Digital Director**

- Sets Technical Budget
- Makes updates and changes to the website as needed
- Manages technical support team
- Maintains contact information with web-hosting service provider and domain registrar (compliance requirements per ICANN)

- Maintains master list of gmail accounts and passwords, adds new accounts as needed
- Updates passwords as needed on the website
- Maintains a database of master documents for the organization as well as master list of plugins, domains, mailchimp, etc.
- Point person for Website Designer
- Submits a final report
- Works with Treasurers to plan and develop a budget

#### **Assistant Digital Director**

- Maintains database for Mailchimp
- Manages the Activities email distribution list
- Sends emails as needed to the entire membership
- Creates monthly communication in pdf format
- Assists Digital Director as needed
- Assumes Digital Director role when Digital Director is unavailable
- Provides technical support to membership
- Assists with educating members and chairs on New Neighbors technology
- Works with Treasurers to plan and develop a budget

#### **Technical Support Team**

- Create documentation for tech training
- Assist members with tech support related to New Neighbors
- Assist with all training on New Neighbors gmail, website, etc.