

Board of Director Duties

President

The duties of the President are as follows:

- A. Prepare an agenda for, distribute the agenda, and preside at all club meetings.
- B. Call additional meetings when necessary.
- C. Sign on account for the Club with the Treasurer.
- D. Oversee all activities of the Club.
- E. Appoint a club member to fill each of the following Board positions at the start of the fiscal year:
 - Publicity
 - Webmaster
 - Photographer
 - Historian
 - Officer-at-Large
 - Membership
 - Activities

Vice President

The duties of the Vice President are as follows:

- A. Fulfill all duties of the President in his/her absence.
- B. Perform any other duties assigned by the President.
- C. Review the Bylaws and Policies bi-annually on the odd numbered years or as needed, with a committee of three board members at the beginning of each the fiscal year.
- D. Report the findings of the Bylaws and Policies review committee to the Board by the August Board meeting of each the year.
- E. Present any changes to the Bylaws to the membership at the October Annual General Membership (AGM) meeting.
- F. Maintain and administer the Bylaws.
- G. Endeavor to have a listing available, from within the membership, of qualified persons willing to serve in the event of incapacitation of key Board members.

Secretary

The duties of the Secretary are as follows:

- A. Serve as the official custodian of all club records except those specifically assigned to others such as Treasurer's books.
- B. Record and read minutes at all Board meetings where business is conducted.
- C. Act as correspondence secretary receiving and answering all Club mail.
- D. Send Get Well, Sympathy, and Thank You cards to members as needed.

Treasurer

The duties of the Treasurer are as follows:

- A. Be responsible for all LHIC funds.
- B. Deposit all monies received into the LHIC account(s).
- C. Pay all authorized Club bills accounting for any disbursements with a receipt.
- D. Keep accurate records, which shall include monthly financial reports, accounts received, and all bank records using Generally Accepted Accounting Principles (GAAP).
- E. Prepare financial reports at the end of the fiscal year and present them to the Board for their approval.

- F. Submit the end of the fiscal year reports, along with records and books, to the outside independent accountant.
- G. Ensure that the outside independent accountant prepares and submits all required annual tax forms.
- H. Notify the membership of the Club's check cashing policy at the beginning of each fiscal year.

Activities Director

The duties of the Activity Director(s) are as follows:

- A. Plans, supervises, and coordinates all monthly events, scheduling for events at least six months in advance, and report all activities to the Board for approval.
- B. Submit all activity information and current activity "flyer," to the Webmaster and Publicity Director.
- C. Each July, the Activities Director(s) shall form and serve as Chairperson(s) of the Activities Committee by appointing at least six (6) persons from the membership to the Committee to help plan, assist, or chair the monthly events. They are encouraged to include new members who have requested to help out with events.
- D. Maintain a list of attendees and guests at all functions and report the final number to the treasurer for their records.
- E. Shall receive and record all registrations/checks for the monthly activities.
- F. Share list of attendees and guests with the Membership Director so he/she can arrange Ambassadors for upcoming events.

Membership Director

The duties of the Membership Director are as follows:

- A. Provide information to all new prospective members.
- B. Maintain all paid membership records, including mailing addresses, phone numbers, email addresses, heritage, and any other information as needed.
- C. Provide a list of all prospective members who have made application to the Board for the members to be approved at the next Board Meeting.
- D. Annually establish and chair, if needed, a Membership Matters Committee whose function it is to create a membership drive for the new year.
- E. The plan for each new membership drive should be presented to the Board for their approval.
- F. Organize and chair the Ambassador Program.
- G. Mail annual renewal notices in May and collect membership dues.

Publicity Director

The duties of the Publicity Director are as follows:

- A. Submit articles and photos to the Lincoln Hills *Compass* and the *Sun Senior News* regarding monthly events for all Italian Club members. Submit any additional information, articles, and photos that highlight the club to the *Lincoln News Messenger* or other publications when appropriate.
- B. Write and submit obituaries to the Webmaster for posting on the LHIC website.
- C. The Publicity Director shall record the minutes of Board meetings in the absence of the Secretary.

Photographer

The duties of the Photographer are as follows:

- A. Organize and schedule volunteer club members to photograph all Italian Club events. Submit all photos to the Webmaster for posting on the Italian Club website for member viewing and provide for annual archiving.

- B. By August of each year, photograph all Board members and new members and forward to the Webmaster to post on the LHIC website.
- C. Photograph members for posting in the Members Photo portion of the website and update as needed.
- D. Furnish photos for Publicity Director monthly or as needed.
- E. Provide the photography volunteers with the guidelines and procedures for the events and use of club photography equipment.

Webmaster

The duties of the Webmaster are as follows:

- A. Maintain, update and post all club information to the Italian Club website as requested by the Board.
- B. Maintain the LHIC email system/software associated with the website.
- C. Develop a back-up plan to insure the maintenance of the website due to their absence.

Historian

The duties of the Historian are as follows:

- A. Serve as the official custodian of all club records, except those specifically assigned to others.
- B. Maintain monthly records of Board minutes, activities, publicity, LHIC roster, and Treasurer's report.
- C. Maintain files of Letters of Incorporation, latest insurance policy, LHIC Bylaws, LHIC Policies, membership correspondence, current membership forms, current and past Board members, letters of appreciation from charitable organizations, and the AGM meeting review.

Officer-at-Large

The duties of the Officer-at-Large are as follows:

- A. Aid the other officers in the management of the LHIC.
- B. Keep an inventory of all Club equipment and supplies.
- C. Undertake special projects at the request of the President.
- D. In the case of any office becoming vacant, at the request of the President, may fill and assume all of the responsibilities of that office.

09/03/2025 Approved by Board of Directors