

## **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 an audit committee of three (3) members at the beginning of each fiscal year to review the past year's financial accounts.
- F. Appoint a club member to fill the following Board positions at the start of the fiscal year:
  - Publicity
  - Webmaster
  - Photographer
  - Historian
  - Officer-at-Large

## **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 annually with a committee of three board members at the beginning of each fiscal year.
- D. Report the findings of the Bylaw review committee to the Board by October of each year.
- E. Present any changes to the Bylaws to the General Membership at the October AGM.
- 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.

## **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 and email address lists for current members.
- 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 a Membership Matters Committee whose function it is to create a membership drive for the new year.
- E. The plan for the new membership drive plan should be reported to the Board by May of each year.
- F. Annually appoint an Ambassador Program Chairperson. The Ambassador Program is designed for a member Ambassador to greet new members at their first attended function and introduce them to other members in an effort to make them feel welcome.

### **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 general Club funds.
- B. Deposit all monies received into the Lincoln Hills Italian Club account.
- C. Pay all Club bills on the order of the Board accounting for any disbursements with a receipt.
- D. Keep accurate records, which shall include monthly financial reports, accounts received, and all bank records.
- E. Prepare a summary of the fiscal year's expenses to be presented to the incoming President, Treasurer and membership.
- F. Submit records and books to the Audit Committee in July.
- G. Prepare and submit all required yearly tax forms with the assistance of a board-approved accountant.

### **Activities Director**

The duties of the Activity Director are as follows:

- A. Plan, 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 shall form and serve as Chairperson 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. The Activities Director will receive and record all registrations/checks for the monthly activities.
- F. Share list of attendees and guests with the Ambassador Program Chairperson so he/she can arrange Ambassadors for upcoming events.

### **Publicity Director**

The duties of the Publicity Director are as follows:

- A. Submit all information to the Lincoln Hills Compass, Lincoln Messenger and the Sun City Senior News regarding monthly events for all Italian Club members.

### **Photographer**

The duties of the Photographer are as follows:

- A. Photograph all Italian Club activities. 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 for viewing on the website.

### **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. Should develop a back-up plan to insure the maintenance of the website due to his/her 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.

### **Officer-at-Large**

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

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

### **Immediate Past President**

- A. The Immediate Past President shall remain a member of the Board up to two years following their Presidential term.
- B. They shall vote only in the case of a tie vote.
- C. They are able to make a motion at a Board Meeting.
- D. They will serve as an LHIC Ambassador.