

NEWCOMERS CLUB OF HONOLULU – JOB DESCRIPTION SUMMARY (July 2017)

NAME _____

DATE _____

Our club continues to thrive with the volunteer assistance of members who are willing to serve as board officers and committee chairs. We welcome your active participation. Please tell us where you might be willing to serve. Mail form to Newcomers Club of Honolulu, P. O. Box 25613, Honolulu, HI 96825 or email us at NewcomersClubOfHonolulu@yahoo.com. Mahalo!

ELECTED OFFICERS

___ PRESIDENT: Guides the club & presides over all gatherings.

___ 1st VICE PRESIDENT: ACTIVITIES
Subs for President; reviews requests for new activities; arranges the New Members Tea; assists the Nominating Committee.

___ 2nd VICE PRESIDENT: LUNCHEONS
Arranges monthly luncheons; coordinates with Program Chair; collects checks; works with Hospitality VP to identify new members and guests attending the luncheon.

___ 3rd VICE PRESIDENT: MEMBERSHIP/
HOSPITALITY: Reviews applications for new membership and renewals; checks club's PO box; works with chairs to provide hospitality support for club activities.

___ TREASURER: Manages the club's income & expenses; submits a monthly report to the Board; works with a budget committee.

___ RECORDING SECRETARY: Records & distributes meeting minutes to Board members; confirms quorum satisfaction and voting eligibility at meetings.

Non-Elected ADVISOR/PARLIAMENTARIAN:
The previous President serves as Advisor & Parliamentarian with approval of Board.

Non-Elected NOMINATING COMMITTEE:
The previous Parliamentarian serves as Chair to fill Board & chair positions.

COMMITTEE CHAIRS (Board Appointed)

___ ALOHA COFFEE: Arranges locations & refreshments monthly.

___ PA'INA GATHERING: Arranges monthly potlucks and locations; coordinates supplies and hostess gift for location host.

___ LUNCHEON PROGRAMS:
Arranges programs for monthly luncheons. Works with Luncheon VP and Hospitality VP for speaker lei.

___ NEWSLETTER: Collects committee information and prepares and distributes monthly newsletter.

___ ROSTER/MEMBER DATA:
Maintains membership rolls/data; prepares & distributes the annual Directory and 6-month update.

___ CORRESPONDING SECRETARY:
Sends greeting cards to members as needed.

___ PUBLICITY/WEBSITE:
Submits press releases to media; submits updates to the webmaster.

___ TOURS: Arranges monthly tours to local venues.