

## NEWCOMERS CLUB OF HONOLULU – JOB DESCRIPTION SUMMARY (October 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.

\_\_\_1<sup>st</sup> VICE PRESIDENT ACTIVITIES: Subs for President; reviews requests for new activities; arranges the New Members Tea; assists the Nominating Committee.

\_\_\_2<sup>nd</sup> 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.

\_\_\_3<sup>rd</sup> 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.

\_\_\_SECRETARY: Records and distributes meeting minutes to Board members; confirms quorum satisfaction and voting eligibility at meetings. Sends greeting cards to members as needed.

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.

\_\_\_PUBLICITY/WEBSITE: Submits press releases to media; submits updates to the webmaster.

\_\_\_TOURS: Arranges monthly tours to local venues.

[end]