

## SOCIAL

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall establish sub-clubs, which are groups within the NCSC that members may join to pursue personal interests or hobbies, with the President's approval;
16. Shall be responsible for ensuring all sub-club members are NCSC members;
17. Shall appoint sub-club leads, with the President's approval, and maintain POCs for each sub-club;
18. Shall ensure sub-club leads understand their duties to NCSC. Sub-club leader duties may differ based on needs of the sub-club, but duties may include:
  - Hosting regular events for members of NCSC interested in the sub-club
  - Send email and digital invitations to the members of the sub-club for your hosted events
  - Maintain admin access to the NCSC Sub-Club social media with the Social Chair
  - Scheduling events in collaboration with the Social Chair and other sub-club leads
  - Share and promote all club business during your sub-club event
19. Shall coordinate with sub-club leads to establish dates, locations and times for all sub-club meetings. In the absence of a sub-club lead, the Social chairperson will decide above mentioned;
20. Shall evaluate sub-clubs for lack of interest to determine if said sub-club should be terminated;
21. Shall be responsible for getting all sub-club information to the Publicity for dissemination on social media and the website;
22. Shall work closely with 1st VP to coordinate sub-club support for fundraising events;
23. Shall coordinate with sub-club leads to share current NCSC business at each sub-club meeting.